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ABSTRACT

This manual is intended to accompany a software system for the Apple II microcomputer that is designed to aid local districts in completing vocational education enrollment claims and Vocational Education Data System (VEDS) reports. Part I, Introduction, gives a brief overview of the Microcomputer Vocational Education Reporting System (MICRO-VERS), makes some suggestions regarding time schedules, and describes the reports that the system will help to prepare. Part II, System Requirements, is a description of the hardware that is required to operate the microcomputer under MICRO-VERS version 3.1. Some suggested sources for course and student data are also presented. Part III, Operator's Handbook, describes each of the major steps in creating and editing the MICRO-VERS files and finally printing the required reports. Part IV, MICRO-VERS Tutorial, is intended for new users of the software package. It presents sample data similar to that encountered by the local education agency. These examples allow data entry operators to practice and familiarize themselves with the system. Part V contains appendixes. MICRO-VERS information provided includes lists of the program disk and printer disk programs, tutorial data, sample forms, and sample printouts. A glossary of terms and a list of resources and resource organizations are also appended. (YLB)

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MICRO-VERS Vocational Education Micro-computer Reporting System User's Guide and Reference Manual

Apple II Version 3.1

Illinois State Board of Education

Adult, Vocational and Technical Education

U.S. DEPARTMENT OF EDUCATION
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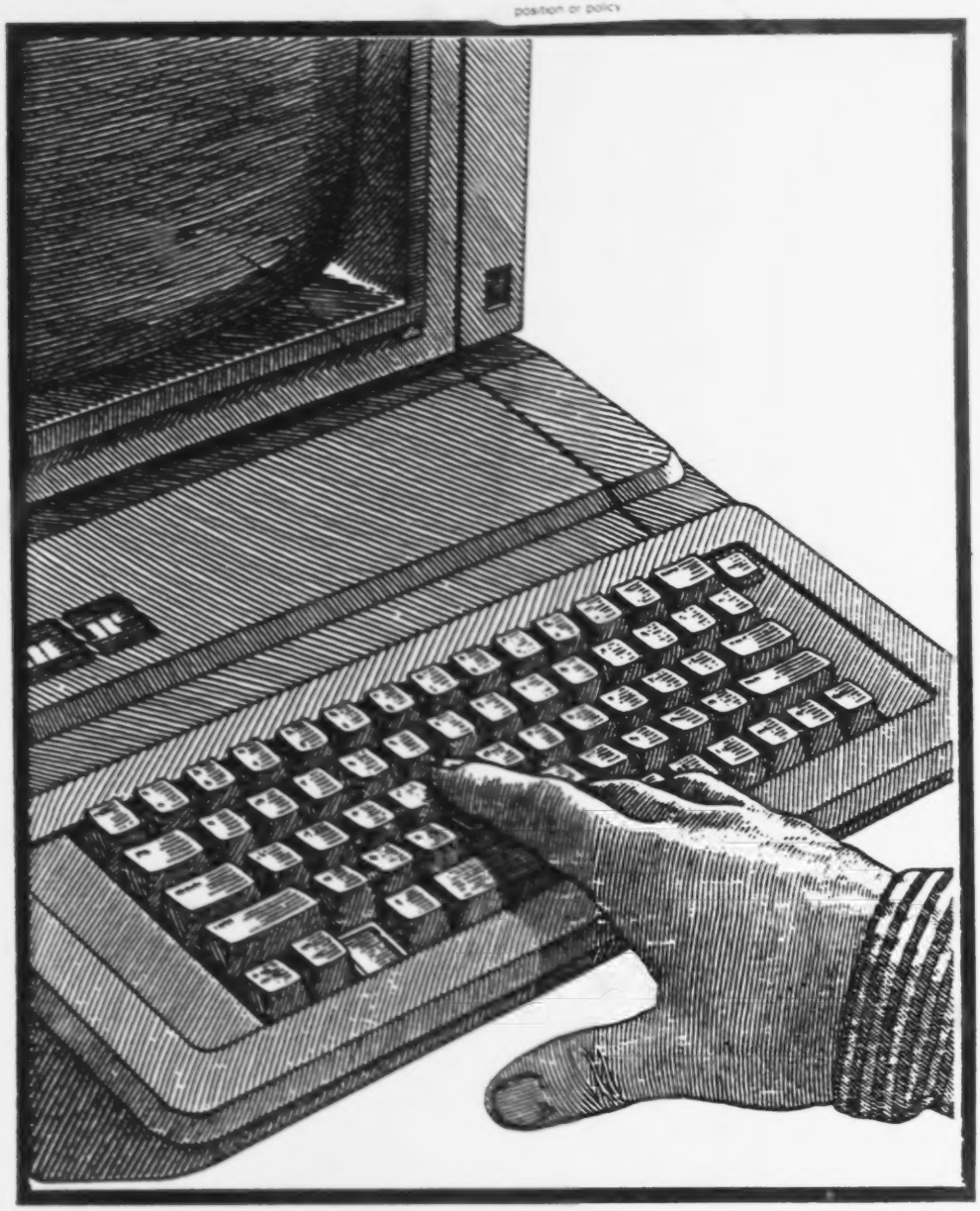

MICRO-VERS

Micro-computer Software
for the
Vocational Education Reporting System

User's Guide
and
Reference Manual

Version 3.1
Apple][™

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I. INTRODUCTION

During the 1982-83 school year the Illinois State Board of Education/Department of Adult, Vocational and Technical Education developed and released the MICRO-VERS software package for use by local educational agencies. That software package was identified as MICRO-VERS Version 1.0.

Several program modifications and additions were made to Version 1.0 and were released as MICRO-VERS Version 2.0 during the 1983-84 school year. Additional changes made during the 1984-85 school year resulted in Version 3.0.

This manual, and the accompanying disks, replace Version 3.0 and are designated as MICRO-VERS software system 3.1.

The MICRO-VERS system is designed to aid local districts in completing vocational education enrollment claims and Vocational Education Data System (VEDS) reports.

Users are encouraged to read this manual in its entirety before beginning to enter vocational student or program data. Prior reading will aid the user in learning the intricacies of the system and in the long run save a substantial amount of time.

If after reading the manual and/or working with MICRO-VERS 3.1 you find the need for technical assistance, please contact:

MICRO-VERS Technical Assistance Coordinator
Illinois Vocational Curriculum Center
Sangamon State University, F-30
Springfield, IL 62708
(800) 252-4822
(217) 786-6375
(217) 786-6164

A. MICRO-VERS 3.1 ORIENTATION

What is the MICRO-VERS 3.1 software system?

The MICRO-VERS software system is a special purpose data base manager consisting of a series of programs on 2, 5 1/4 inch disks. The two disks, when used by a local agency, will allow districts to complete their vocational education enrollment claims and VEDS reports.

What are some of the main features of MICRO-VERS 3.1?

Substantial changes have been made in revising the MICRO-VERS system since its inception in 1982. Version 3.1, however, remains essentially unchanged from Version 3.0.

Program errors which have been identified by users have been corrected and a "Class List" feature added to the MICRO-VERS Reports Routine which allows for the verification of class enrollment.

The "Alpha/Completer" Routine available in versions 2.0 and 3.0 has been removed. Lists of students may be obtained via the "Student File List" Routine found on the MICRO-VERS Reporting Menu. These lists may be arranged alphabetically by student name or numerically by student ID number. Lists of students who qualify as "potential program completers" or who have previously been identified as program completers may be obtained via the "Update Completers" Routine found on the MICRO-VERS Data Manager Menu.

What is included with the MICRO-VERS software system provided by the State Board of Education?

The MICRO-VERS 3.1 software system includes two 5 1/4 inch disks which are compatible with the Apple][, Apple][Plus, Apple][e or Apple][c micro computers. In addition to the disks, an operator's manual that describes the MICRO-VERS system is provided. The manual includes:

1. An introductory section which gives a brief overview of the MICRO-VERS software system.

2. A system requirement section which describes the hardware that will be needed and the unique features of MICRO-VERS 3.1.

3. An operator's handbook that describes the various MICRO-VERS procedures and gives operating instructions for the complete program.

4. A MICRO-VERS tutorial intended for the new user. The tutorial presents sample data to practice and familiarize users with the MICRO-VERS software system.

The two disks supplied with the MICRO-VERS software system are called the MICRO-VERS Program Disk and the MICRO-VERS Printer Disk.

What's the purpose of the Program Disk?

Essentially, the MICRO-VERS Program Disk contains 18 different internal files or programs. These programs allow the user to enter course and student data that will be necessary for tallying the vocational education enrollment claims and the VEDS report. A list of the programs included on this disk is included in Appendix A.

What is the purpose of the MICRO-VERS Printer Disk?

The MICRO-VERS Printer Disk contains 13 different programs which allow the user to process student and course data for preparation of the vocational education enrollment claims and the VEDS report. A complete list of the Printer Disk programs is included in Appendix A.

B. MICRO-VERS OVERVIEW

How should MICRO-VERS 3.1 be used for completing vocational education enrollment claims and the WEDS report?

Although many factors will influence the use of the MICRO-VERS software system, the following timetable depicts an anticipated sequence for compiling and reporting enrollment data to the State Board of Education.

It is important that time be built into the schedule for training the person who will use the MICRO-VERS software system.

SEQUENCE	ACTIVITY
Step 1:	**Familiarize and train MICRO-VERS system operator(s).** If the operator(s) is not familiar with the micro-computer, additional time should be spent in this area. It is imperative that each operator complete the exercises in the MICRO-VERS Tutorial included in Part IV of this manual.
Step 2:	**Make Back-up Copies of Previous Year's Data Disks.** Place originals on file. [III-A-1]
Step 3:	**Initialize New Data Disks.** LEAs who have Data Disks prepared under MICRO-VERS 3.0 may transfer the Student File from each corresponding disk to the new disk as it is initialized. (This automatically upgrades the grade level for each student and deletes all 12th graders), [III-B-2]. Place the previous year's data disk(s) on file. LEAs using MICRO-VERS system for the first time will not transfer a Student File.

Step 4: **Build/Re-Build Course File.** Schools using the MICRO-VERS system for the first time must build a computer file which contains the vocational course information. Schools using the system in previous years may choose to delete their course file and re-build it. This may be easier if significant course revisions have taken place or if the course file contains errors. **This step is not necessary if the previous year's course file is to be used.**

Step 5: **Verify Course File.** Use the "Course List" Procedure described in the MICRO-VERS Reporting Feature to produce a print-out of current course information. [III-G-1] Compare course data with current "Vocational Education Program Approval" form.

Step 6: **Edit Course File** if necessary by deleting any courses or programs which are no longer offered. Add any new courses/programs which appear on the "Program Approval" form. Make any modifications to course information which may be in error or has changed since the previous year, [III-C-2].

Step 7: **Verify Student File.** Using either the "Alpha Student List", [III-G-2], or the "Student File Search" Procedure, [III-G-4], obtain a print-out of the information contained in the Student File. Compare this information with current student records.

Step 8: **Build/Upgrade Student File.** Agencies using MICRO-VERS for the first time will create the Student File by entering the necessary data on the keyboard, [III-D-2]. LEAs which have transferred the Student File from the previous year's Data Disk will need to add 9th grade and other new students to the file.

Step 9: **Edit Student File** by deleting any students who are no longer enrolled. Make any modifications to student information which may be in error or has changed since the previous year, [III-D-3].

Step 10: **Load Course Enrollment Information** into the Student File from class lists to reflect midterm enrollment in vocational courses. This procedure, at the LEAs option, may be performed at the end of each mid-term period or all data may be entered at the end of the school year. **Regardless of the approach used, enrollment data must be entered for each grading period, i.e. twice for schools operating on the semester system.** [III-E-1] and [III-E-2]

Step 11: **Verify Class Enrollment.** Class lists may be produced to verify student enrollment and check for errors prior to compiling the reports. Use the "Class List" routine as described in [III-]

Step 12: **Identify Potential Program Completers.** When all enrollment data has been loaded, students who qualify as program completers are listed using the "generate Completer List" procedure, [III-F-1].

Step 13: **Identify and Enter Program Completers.** Compare list of potential completers to student records and identify the vocational program in which the student should be classified as completing. Enter this information into the file, [III-F-2].

Step 14: **Compile and Print Reports.** The reimbursement claim and Parts III, IV and V of the VEDS report is compiled, printed, and ready for submission to the State Board, [III-H-1].

Step 15: **Deliver Completed Reports to DAVTE.** The completed reports are now ready for delivery to the State Board via the Regional Superintendent of Schools.

C. THE FINAL REPORTS

Each local educational agency which receives state and Federal funds for vocational education must submit annual documentation showing agency enrollment information. This documentation includes a Vocational Education Data System (VEDS) report which is compiled by the state board and submitted to the Federal Department of Education and a State of Illinois claims for reimbursement report which is used by the Department of Adult, Vocational and Technical Education for allocating vocational education funds to the local agency. The MICRO-VERS computer system is used by the local agency to aid in the preparation of these documents.

1. The VEDS Reports

The VEDS reports Parts III, IV and V are generated by the MICRO-VERS system. (Other parts of the VEDS reports are not concerned with student enrollment and are not generated by MICRO-VERS) These reports contain an unduplicated count of students enrolled in vocational education programs by various racial/ethnic and special needs categories.

1.1 VEDS, Part III

This portion of the report contains unduplicated counts of students enrolled in orientation level courses. A separate table is prepared in the report for each occupational area depicted by the first two digits of the CIP Code, (i.e. 07.0000, 48.0000, etc.). In addition, the occupational homemaking program enrollment, 20.0101 is reported in VEDS III. Finally, a table showing the totals of the entire orientation program is displayed.

Each table displays program enrollment in each of the five racial/ethnic categories by gender. Totals for each of the three special needs categories as well as the grade levels 9/10 and 11/12 are also reported. (See page IV-54 for example table)

1.2 VEDS, Part IV

This portion of the report contains unduplicated counts of students enrolled in vocational training level courses. Separate tables are prepared for each vocational program depicted by the full six-digit CIP Code.

Each table displays program enrollment in each of the five racial/ethnic category by gender and program completion status. Totals for the special needs categories and the count for students enrolled in cooperative education programs are also reported. (See page IV-55 for example table)

1.3 VEDS, Part V

The VEDS report, Part V displays the total enrollment in the special needs categories in Parts III and IV. In addition, the enrollment is categorized by the type of support being provided. (See Appendix B for definitions of Mainstream No Support, Mainstream Support, and Separate. See page IV-55 for example table)

2. The Reimbursement Claim Reports

The reimbursement claim reports show the credits generated by students enrolled in vocational education programs and are used by the Department of Adult, Vocational and Technical Education for allocating funds to local educational agencies. Parts II and III of the claim report are the only parts dealing with student enrollment and are therefore the only parts which the MICRO-VERS system generates.

2.1 Claims, Part II

This portion of the report displays the total credits generated by students enrolled in orientation level courses. These credits are shown in each of the two-digit CIP Code categories.

In addition, credits which are generated in orientation courses which are approved for a special organization funding factor as well as credits for students with special needs are shown. (See page IV-56 for example table)

2.2 Claims, Part III

This portion of the report displays the credits generated by students enrolled in vocational training level courses. Each table is displayed by six-digit CIP Code. The credits generated in each program are categorized by regular classes and cooperative education classes as well as those which are approved for special organization funding. Total enrollments are also shown. (See page IV-56 for example table)

D. HOW TO USE THIS MANUAL

Do not let the size of this manual intimidate you. The manual is organized in such a way that is not necessary to read it from cover to cover. This section will describe for the reader the organization and purposes of the various parts of the manual and how to make the most efficient use of them. Read this section in its entirety; then, refer to the section(s) which are of interest.

The *"Introduction"* section gives a brief overview of the MICRO-VERS system and makes some suggestions regarding time schedules. It is intended for agencies which are new to the system.

"System Requirements" is a description of the hardware which is required to operate the micro-computer under MICRO-VERS 3.1. Some suggested sources for course and student data are also presented in this section.

The *"Operator's Handbook"* describes the various MICRO-VERS 3.1 procedures and gives operating instructions for each of the programs. New users should read this section from the beginning, then use it as a reference as required. This section assumes the operator is acquainted with hardware being used. Questions regarding problems associated with machine operation should be addressed to appropriate hardware vendors and/or documents. Some suggested references are provided in the Appendix to this manual.

The *"MICRO-VERS Tutorial"* is intended for the new user. It presents sample data similar to that encountered by the LEA. These examples will allow the data-entry person to practice and familiarize himself/herself with the system.

This manual is divided into "Parts", "Sections" and "Sub-Sections". Parts are designated by the Roman numerals I through V, Sections by Capital letters and Sub-Sections by numbers. References to material found in the manual are made in this manner.

II. SYSTEM REQUIREMENTS

A. HARDWARE CONFIGURATION

Version 3.1 of the MICRO-VERS System will operate on any of the following micro-computers:

Apple][
Apple][Plus
Apple][e
Apple][e (Enhanced)
Apple][c

MICRO-VERS 3.1 ***requires*** that the computer be equipped with 2 disk drives.

A line printer with appropriate interface is required to provide final printouts, results of file searches and other program listings as requested. MICRO-VERS 3.1 will accept printers with either 80 or 132 columns of print, (see page III-5).

Note: The MICRO-VERS system requires that all responses to prompts and commands be made with upper case letters. Therefore users with the Apple][e or][c should keep the CAPS LOCK key in the down or ALL CAPS position.

B. MICRO-VERS 3.1 SYSTEM SPECIFICATIONS

1. Program Specifications -

* Version 3.1 requires that two disk drives be connected to the micro-computer. This allows easy access to all menu items and disk removal is minimal. The MICRO-VERS Program or Printer Disk remains in drive #1, while the data disk is held in drive #2.

* Version 3.1 data disks may be created directly from data disks prepared under Versions 2.0 or 3.0 thus eliminating the necessity for complete data re-entry.

* Current data disks may be prepared from the previous year's disk. All twelfth grade and adult students are automatically removed from the file. The grade level is incremented by one year for other students. Therefore, student data entry only involves adding ninth grade and other new students.

* A complete C.I.P. code file is included on the distribution copy of the MICRO-VERS Program Disk. This file is used for error checking in conjunction with entering new courses.

* Two service codes may be included for students classified as either handicapped or disadvantaged.

* Additional listing programs have been included on the MICRO-VERS Printer Disk. These include course listing, completer listing, alphabetic student listing and class enrollment listing routines.

2. Program Dimensions -

500 courses maximum
150 programs maximum
each course may be a part of up to 9 programs
500 students/disk maximum
number of disks is virtually unlimited
each student may be enrolled in up to 20 courses

C. SOURCES OF DATA

SOURCE	DATA
Turn-Around-Document:	Vocational Program Name Six Digit C.I.P. Code Number Course Name Course Credit (secondary courses) Course Contact Hours (adult courses) Course Approval Code Special Organization Factor
Local Agency Records:	Student Name Sex Grade Level Ethnic/Racial Background Over Age/Under Achiever Category Handicapping Condition Handicap Service Code Disadvantage Condition Disadvantage Service Code Program Completion Category Coop. Training Station C.I.P. code Variable Contact Hours (adult students) Class Lists Type of Recognition (adult courses)
Local Assignment:	Course ID Number School ID Number (special organization) Student ID Number

I I I. O P E R A T O R ' S H A N D B O O K

The "Operator's Handbook" describes each of the major steps in creating and editing the MICRO-VERS files and finally printing the required reports. The order in which this section is written is the general order in which the steps will be performed, however, in most cases it will not be necessary for the user to read this entire section from beginning to end.

The novice user should begin by practicing the data entry exercises presented in the "Tutorial Section", Part IV. This section can then be used as a reference with regard to the details of system operation.

The "Operator's Handbook" provides little information with respect to operating the computer hardware. These questions should be directed to one or more of the references presented in the Appendix.

A. GETTING STARTED

1. Copying Disks

It is very important that "backup" copies of all program and data disks be made. The copying procedure is easy and the time saved in the event of "disk crash" or other catastrophe more than makes up for the effort.

Perform the following steps **BEFORE** attempting any of the MICRO-VERS procedures. Make at least one copy of each of the following disks:

MICRO-VERS PROGRAM DISK
MICRO-VERS PRINTER DISK
ALL DATA DISKS FROM THE PRECEDING SCHOOL YEAR

PLACE THE ORIGINALS IN A SAFE PLACE

STEPS IN COPYING DISKS

1. Obtain a copy of the "Apple System Master Diskette"
2. With the "System Master" in Drive 1, turn the power switch on or type in **PR#6** <return>*. Wait for the "]" cursor to return.
3. Type: **RUN COPYA** <return>
4. Assuming 2 disk drives are connected, press the <return> key 4 times until the following message appears:

   -- PRESS 'RETURN' KEY TO BEGIN COPY --

5. **Before typing <return>**, remove the "System Master" from Drive 1 and replace it with the disk which is to be copied. Place a new disk, or one which may be erased, in Drive 2. Now, type <return>.
6. The duplication process will take place automatically.
7. When duplication is complete, the following appears:

   DO YOU WISH TO MAKE ANOTHER COPY?

8. **Y** <return> will return you to the prompt in step 4 above. **N** will exit the duplication routine. Additional copies of the same disk may be made or copies of other disks by replacing the original disk with the one which is to be duplicated **before** pressing <return>. *Be sure to label each new duplicate as it is made.*

*In all cases, <return> represents pressing the carriage return key on the right of the keyboard, marked RETURN.

2. Running MICRO-VERS Programs

In all cases, unless instructed differently, the MICRO-VERS Program disk is placed in Drive 1. If the disk drives are not labeled, the "IN USE" light on Drive 1 will turn on each time the computer is "powered up" or PR#6 <RETURN> is typed on the keyboard. In most cases, the "Program Disk" is left in Drive 1 while using the MICRO-VERS system. If it is necessary to remove it, instructions will be given on the video screen.

Drive 2 is used for the disk which contains the data files. The operator will be instructed to place a Data Disk in Drive 2 at the proper time. **Data Disks may ONLY be removed from the drive when the MICRO-VERS DATA MANAGER is on the screen or when instructed to do so by the program.** Removal of disks at other times will result in the loss of data.

Note: Files are rewritten to the disk only on return to the "Data Manager". Since power failures and other such problems sometimes occur which could cause data to be lost, it is advisable to periodically return to the "Data Manager" during lengthy data entry sessions.

To run the MICRO-VERS Program, insert the MICRO-VERS Program Disk in Drive 1. Turn the computer power switch to ON. The System will automatically "boot" and the screen with display the "MICRO-VERS DATA MANAGER":

```
**************************************************************

          WELCOME TO MICRO-VERS DATA MANAGER
                    VERSION 3.1

**************************************************************

          <1>  UPDATE COURSE FILE
          <2>  UPDATE STUDENT FILE
          <3>  UPDATE COMPLETERS
          <4>  UPDATE CIP CODE FILE
          <5>  INITIALIZE A NEW DATA DISK
          <6>  MICRO-VERS REPORTS
          <7>  EXIT MICRO-VERS

               ENTER YOUR CHOICE:
```

If the computer is already on, place the MICRO-VERS Program disk in Drive 1 and type **PR#6** <RETURN> on the keyboard.

Up to this point, the <RETURN> symbol has been used to indicate that the RETURN key should be pressed. In all cases, the <RETURN> key should be pressed after entering a command or after a line of data. **Unless specified, it will be assumed for the remainder of this Manual that the <RETURN> key is to be pressed after entering data.**

Note: Periodically the cursor, the small spot which moves along the line as you type, may disappear from the screen. It will re-appear after a short pause. This is not a problem with the computer or the program. Wait until the cursor returns and continue entering data.

In some cases, a short pause is required before entering information on a new screen. If typing is begun immediately when the cursor appears, the first few characters may be lost. If this happens, backspace to the beginning of the line and retype the entry.

3. Special Features of MICRO-VERS 3.1

As with Version 3.0, the Course File is contained on the MICRO-VERS **PROGRAM** Disk. Earlier versions held the Course File, (the computer file which contains the vocational course and program information), on the DATA Disk. This location required that a Course File be copied to each DATA Disk where multiple disks were used. Version 3.1 places a single Course File on the **PROGRAM** Disk thus reducing the chance of errors when copying files.

The **PROGRAM** Disk as delivered by the State Board of Education contains an empty Course File, (one with no courses in it). When vocational programs and courses are loaded into the Course File by the LEA, the **PROGRAM** Disk becomes unique to the local district. For this reason, it is very important that the distribution disk not be used except for making working copies to be used throughout the year.

The Course File may be re-built from the beginning by making another working copy of the **PROGRAM** Disk from the distribution disk or with a special Utility Program included on the **PRINTER** Disk.

Once the Course File has been loaded on the **PROGRAM** Disk it may be used repeatedly each year. The Course File may be edited as necessary by the Course Edit Routine described later.

Initially, the Course File may be built directly from the "Turn-Around-Document" or may be transferred from a previous year's disk using a special utility program described in the next section.

3.1 Using the MICRO-VERS Utilities

To use the utilities, exit the "Data Manager" by using menu **Option 7.** When the exit message and the "]" prompt reappears, place the MICRO-VERS **PRINTER** Disk in Drive 1 and type the following:

RUN UTILITIES

The following menu will appear:

```
**********************************************************

            MICRO-VERS UTILITIES FEATURE
                    VERSION 3.1

**********************************************************

        <1>  SET-UP SYSTEM FORMAT
        <2>  RE-BUILD COURSE FILE
        <3>  GENERATE A TROUBLE REPORT FORM
        <4>  ASSIGN A NAME TO A DATA DISK
        <5>  EXIT UTILITIES FEATURE

        MAKE SURE PROGRAM DISK IS IN DRIVE 1

              ENTER YOUR CHOICE:
```

3.11 Re-Building/Transferring A Course File

If it is desired to remove a current Course File from the **PROGRAM** Disk so that it may be re-built from the beginning or transferred from another disk, the following procedure may be used.

1. Before choosing an option, replace the **PRINTER** Disk in Drive 1 with the MICRO-VERS **PROGRAM** Disk.

2. Select menu **Option 2**, "Rebuild Course File" and press <RETURN>.

3. The courses and programs contained in the old Course File on the **PROGRAM** Disk will now be removed in order that a new Course File may be built from the "Turn-Around-Document".

4. When the course file has been re-initialized, the "IS THERE A COURSE FILE TO TRANSFER?" message will appear on the screen. If it is desired to re-build the course file by entering new courses, answer this question, **N.** The "Utilities Menu" will be returned to the screen.

If it is desired to transfer a Course File from another PROGRAM Disk (or a DATA Disk prepared under Version 2.0), a response of **Y** will allow the user to insert a disk which contains a Course File into Drive 2 and begin the transfer.

3.12 Printer Format Setup

MICRO-VERS 3.1 allows the user to set two printer parameters to enhance printed copy. Local agencies using the Social Security number in place of the student ID have the option to select printed output in the form, XXX-XX-XXXX.

Agencies using a printer with a 132 column carriage can take advantage of the 15" width paper.

Default parameters consist of the standard student ID and 80 column print format. If these are desired, no change is necessary and Option 1, Setup System Format, may be ignored.

To change either or both of the print formats, select menu **Option 1** from the "Utilities Feature". Following the instructions will result in print format update to both the MICRO-VERS Program Disk and the Printer Disk.

3.13 How to Report a Problem

Menu **Option 3** in the "Utilities Feature" creates a form which can be used to describe a problem and request assistance. (See Appendix A for sample form).

After selecting Option 3, the following will appear on the screen:

```
**********************************************************************

                    TROUBLE REPORT GENERATION

**********************************************************************

ENTER DATE ===> MONTH (MM):    (the number of the month is entered
                               here, i.e. 10=October)

               DAY (DD):       (the number of the day is entered
                               here, i.e. 21)

              YEAR (YYYY):     (the year is entered here, i.e.
                               1983)

LOCATION (IE: SCHOOL NAME):    (enter school name here)

ENTER YOUR NAME ===> FIRST NAME: (enter your first name here)

                     LAST  NAME: (enter your last name here)

3 DIGIT AREA CODE:             (enter your area code here)

7 DIGIT PHONE NUMBER:          (enter your phone number here)

EXTENSION NUMBER:              (enter the phone extension or
                               leave blank)
```

After the above information is typed in, a message directing the operator to ready the printer is displayed.

When the printer is turned on and the space bar is pressed, a "Trouble Report" is prepared which may be filled out and mailed to:

MICRO-VERS Technical Assistance Coordinator
Illinois Vocational Curriculum Center
Sangamon State University, F-30
Springfield, IL 62708

3.14 Assign a Name to a DATA Disk

If it is desired to access, (i.e. transfer), a student file which resides on a DATA Disk prepared under MICRO-VERS Version 2.0 or earlier, a Disk Name must be assigned to the DATA disk before the access can take place.

Note: Disk names are assigned automatically during the Disk Initialization process in Versions 3.0 and later. If you are not using a Data Disk that was prepared during the 1983-84 school year, disregard this section.

Select **Option 4** and follow the directions on the screen. Make sure that the **DATA** Disk you wish to name is located in Drive 2. You may use any name that does not exceed **15 Characters**. Write this name on the disk label for easy identification.

Exit the "Utilities" Programs using **Option 5**.

B. PREPARING DATA DISKS

1. Organizing Information for Data Disks

Local agencies with more than 500 students must follow a systematic procedure for creating Data Disks. Data files on each disk have space for up to 500 students. Therefore, large LEAs will require additional Data Disks for each 500 students or portion thereof.

Agencies with 500 or fewer students need not take any special precautions when creating Data Disks. The following directions apply to larger LEAs using multiple Data Disks.

The "MICRO-VERS Data Manager" must have access to and be able to manipulate three data files simultaneously--the Course File, the CIP File and the Student File.

The Course File is loaded on the **PROGRAM** Disk using a routine described later in this Part under "Entering New Course Information". The CIP File resides on the **PROGRAM** Disk. This file is a standard part of the MICRO-VERS system and was placed on the **PROGRAM** disk before it was delivered to you. The complete student file is partitioned into blocks of 500 students and placed on several Data Disks. (See diagram)

When it comes time to enter a list of students who are enrolled in a particular vocational class, it will be necessary that the Data Disk which contains the student records be placed in the computer. Most class lists are arranged in alphabetical order. The procedure described here should be used in those instances.

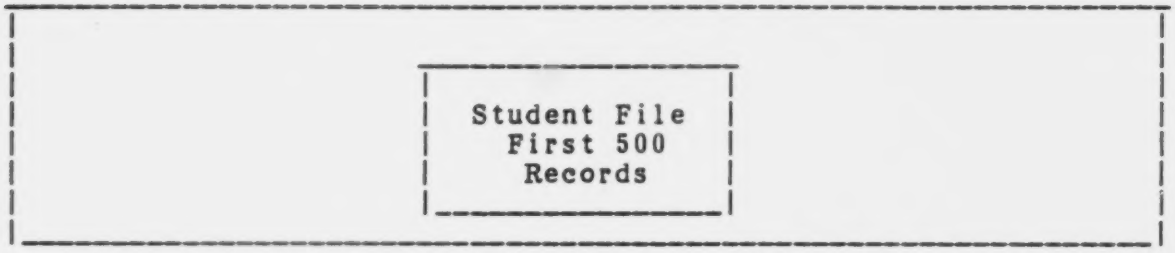
If class lists are arranged in a manner other than straight alphabetical, (i.e. by class), partition the student file by that method so that the Data Disks match the class list order and will allow easy access to the disk which contains the students' records. This will hold the switching of disks to a minimum.

Experience shows that a **"blocked alphabetical arrangement"** is the most efficient method of partitioning the student file into blocks of 500 records. This method will allow the operator to easily match the students on the class list with the proper Data Disk.

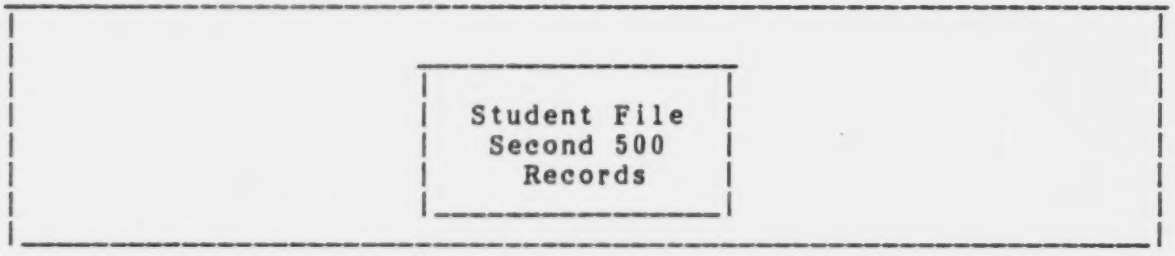
Blocked alphabetical order simply means that although the student records do not have to be in alphabetical order on a particular disk, alphabetical order is used to block the entire student population into groups of 500 for data entry.

MICRO-VERS Data Disk Organization

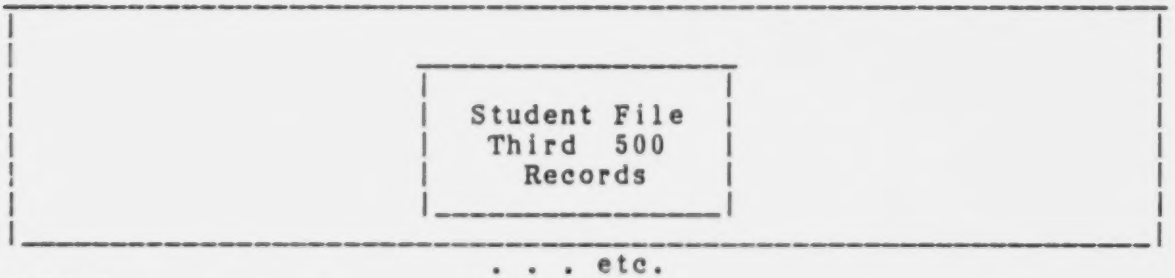
Disk 1



Disk 2

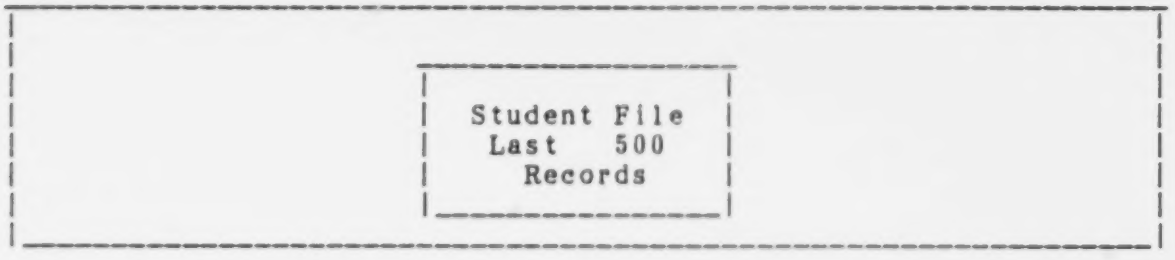


Disk 3



. . . etc.

Disk n



Arrange the entire student population alphabetically. Partition the student records into blocks not exceeding 500 with breaks occurring between letters of the alphabet.

Leave space in a block to add students due to new enrollments. For example, if 497 students are in the A - G block, it might be well to re-define the block A - F to allow for more than 3 additional students to be added to the file.

When the student population has been "blocked" into subfiles of fewer than 500 students, the Data Disks may be initialized for data entry.

Separate sets of Data Disks should be prepared for adult vocational programs and students. Follow the same directions as presented for secondary programs above.

Note: It is suggested that the cutoff for beginning a new disk be about 400 students. This allows for plenty of room to add new students without a major reorganization of Data Disks.

2. Initializing Data Disks

All diskettes used as Data Disks for the MICRO-VERS system must be initialized using menu Option 5 from the "MICRO-VERS Data Manager". In addition to formatting the disk for use by the Apple][computer, the program creates several files which the programs require for storing information.

A Data Disk is initialized at the time it is first used with the MICRO-VERS System. LEAs using a single Data Disk (i.e. those with fewer than 500 students) will initialize one disk only--at the beginning of the data entry process. Larger agencies will initialize a Data Disk at the beginning of the data entry process and each time an additional one is necessary to hold the next 500 students. If data is being transferred and updated from Data Disks used a previous year, each disk is initialized as it is transferred.

Select Option 5, "Initialize A New Data Disk" from the Data Manager Menu. (see p. III-3)

Place a new disk into Drive 2. A disk which contains obsolete information may be used over again.

The initialization process erases all information on the disk. Take care to insure that the disk in Drive 2 contains no information which is of value.

EX will return you to the "Data Manager Menu" and abort the initialization routine. Type in **GO** on the keyboard as directed by the screen message. The initialization process will now take place. The micro-computer will respond with the message:

ENTER DISK NAME:

In order for MICRO-VERS to check for errors in data, it is necessary that each data disk have a unique name which is entered at this time. Any disk name may be selected that is **15 characters or less** in length. It is suggested that a descriptive name such as LEA District Number and year be selected. LEAs using multiple data disks should place the portion of the alphabet which is contained on the disk in the name. For example, A-D 84/85 etc. Upon entering the disk name, initialization will begin.

3. Updating, (Rolling-Over) The Student File

In most cases it will be desired to begin with a Student File which was created in a previous year rather than build one from the beginning. A Student File which resides on a previous year's DATA disk may be transferred and the data "rolled over" during the disk initialization process.

The student file transfer routine transfers a student file from one Data Disk to another and automatically updates it with respect to grade level. The preceding year's student file may be copied from those Data Disks before storing them away.

The program automatically searches the student file and:

(a) increments, (rolls over), the student grade level for each student listed in grades 9, 10, and 11.

(b) deletes all student records with grade level 12 and grade level 30, (adults).

The following message prompts the student file transfer:

IS THERE A STUDENT FILE TO TRANSFER?

If the student file is to be created as it is entered from the keyboard, as when using the MICRO-VERS System for the first time, a N(o) response is given to the above prompt.

The Y(es) response will begin the transfer and grade level update. The Data Disk containing the previous year's student file is placed in Drive 1.

Since the student file is altered significantly, a printed copy of the student records which have been removed is produced. A tally showing the number of grade level changes is also printed. The printer must be connected to the computer at this time. An example printout of this step appears in Appendix A.

*Note: Carefully inspect this printout. The routine will automatically delete student records in which errors have been found. Look for the message, "**** ERROR IN GRADE LEVEL CODE, STUDENT: nnn". If students with these ID numbers should not be deleted from the file, use the "Update Student" Routine to add them back to the file. If the above message does not appear in the report, the student file has been successfully updated.*

File initialization is now complete. The MICRO-VERS Data Manager Menu will be returned to the screen.

Where to go from here

(a) If a Course file does not exist on the PROGRAM Disk, go to Section C, Page III-18, "Entering New Course Information". If a Course file was previously placed on the PROGRAM Disk, go to Section C, Page III-14, "Verifying Current Course Information" and, if corrections are necessary, "Editing Course Information", Page III-16.

(b) If a Student file was not transferred, follow step (a) above and go to Section D, Page III-23, "Entering Student Information". If a Student file was transferred and updated, go to Section D, Page III-22, "Verifying Student Information" and then, if corrections are necessary, to "Editing Student Information", Page III-25.

C. ENTERING/EDITING COURSE INFORMATION

The vocational course and program information must be entered, verified and edited before proceeding with student data.

1. Verifying Current Course Information

Note: This step is bypassed if the agency is entering course data for the first time. Proceed to Sub-Section 3, Page III-18, "Entering New Course Information". Return to this paragraph after finishing the data entry.

It is very important that all data entered from the keyboard be verified for accuracy. This involves getting a printed output of the data in the files and checking it against LEA records. Errors which are found should then be modified.

Two routines are available for listing vocational course and program information which is currently in the Course File. A video screen listing of the "Course Name", the "Course ID Number" and "C.I.P. Codes" is available as an "on-line" function in the Update Course Routine. The complete information in the Course File may be printed out from a routine accessed via the "MICRO-VERS REPORTS Option". Directions for using these routines follow. Example output appears in Appendix A.

To obtain a screen listing of the course names, IDs and CIP codes, select **Option 1**, Update Course File", from the "Data Manager" menu. (see p. III-3)

The "Course Update Routine" menu will now be displayed on the screen. (see p. III-15) To verify course information, select **Option 3**, "List Current Courses" from this menu. Course names, ID numbers and C.I.P. codes will be displayed on the screen for verification.

```
**********************************
*                                *
*     COURSE UPDATE ROUTINE      *
*                                *
**********************************

      <1>  ENTER NEW COURSES
      <2>  EDIT COURSE DATA
      <3>  LIST CURRENT COURSES
      <4>  RETURN TO MAIN MENU

        ENTER YOUR CHOICE:

   FILE CONTAINS  xxx OUT OF 500 RECORDS
```

A complete "hard-copy" listing of the Course file may be obtained in the manner described below.

Return to the "Data Manager" Menu by selecting the appropriate menu item displayed or by following the directions described in Section A, "Running MICRO-VERS Programs".

Select **Option 6**, "MICRO-VERS Reports", from the "Data Manager Menu". The "MICRO-VERS Reporting Feature" menu will be displayed:

```
**************************************
*                                    *
*    MICRO-VERS REPORTING FEATURE    *
*                                    *
**************************************

   <1> VEDS AND CLAIMS SECONDARY
   <2> VEDS AND CLAIMS ADULT
   <3> COURSE LIST
   <4> STUDENT FILE LIST
   <5> CLASS LIST
   <6> RETURN TO MAIN MENU
```

Select **Option 3**, "Course List", from this menu. Two disk shifts in Drive 1 are required at this point. Follow the directions displayed on the screen.

The printer must be connected to the computer to complete this listing. Screen output is not available. Return to the "Data Manager" menu using **Option 6** after the listing is completed.

2. Editing Course Information

The following procedure should be followed to make modifications in the Course File. If new courses are to be added to the file, refer to Sub-Section 3 below.

Enter the "Course Update Routine" by selecting **Option 1** from the "Data Manager" menu. (III-3)

To modify course data, select **Option 2**, "Edit Course Data", from this menu. (see p. III-15)

The program will request that the Course Name or the Course ID Number be entered for the modifications which are to be made.

Using the course name results in the computer searching the Course file for the proper name. The course name must be entered 'exactly' as it was originally. This process takes over 4 times longer to locate the course than using the course ID number.

To enter a course ID number, press the <RETURN> key as the first character of the course name. This will move the cursor down to the ID position. Key in the course ID number.

The computer now allows the operator to check the entry and make any corrections before continuing. The following options apply:

'R' removes the data as entered and returns the screen for re-entry.

'RETURN' enters the course edit routine and returns for further course editing after modifications have been made.

'ESC'* enters the course edit routine and exits to the "Course Update Routine" menu after modifications have been made.

*ESC refers to the ESCAPE key located on the left of the keyboard, next to the 'Q' key.

Note: To leave the course edit routine without editing any course, i.e. when entered by mistake, press the 'ESC' key as the first character in the Course Name to return to the "Course Update Routine" menu.

The course information currently in the file is displayed on the screen. The cursor is initially placed on the first character of the course name. Data entries may be corrected by typing over the current information. The cursor may be advanced to the next variable by pressing the <RETURN> key. No modifications are made to data entries which are bypassed in this manner.

Note: The Course ID Number cannot be changed using this option. The MICRO-VERS file structure is such that alterations in this manner are not possible. If the Course ID Number is incorrect, delete the entire course from the file following instructions later in this Sub-Section. Then, add the course to the file again with the correct ID number using directions found in Sub-Section 3 below.

Once the cursor has been advanced past the last variable, the operator may correct any errors in the modifications by responding N(o) to the "IS THIS CORRECT? Y/N" prompt. Errors may also be corrected in an entry line by backspacing and re-typing. This can be used, however, only before the <RETURN> key has been pressed to enter a line of data.

Upon pressing the Y(es) response, the C.I.P. Code Number for each vocational program in which the course belongs is listed. The operator is directed to:

DELETE S(ELECTED, A(ALL OR E(XIT?

'S' permits the course to be deleted from a selected program in which it appears. The operator will then be directed to select the program for deletion from the C.I.P. Codes listed.

'A' permits the course to be deleted from all programs in which it appears, i.e. this deletes the course from the file.

'E' exits the "course edit routine".

IMPORTANT: Do not delete a course after students have been entered into it. This will cause an error to occur when the final report is run. A check may be made to see if students are enrolled in a course by using the "Class List" Routine, (III-40).

A final chance is given before any permanent changes are made in the Course File on the disk. The "SAVE THE CHANGES Y/N?" prompt allows the operator to:

'Y' the modifications are correct, write the corrected record into the Course File.

'N' do not modify the Course File. All modifications will be nullified. The Course File will remain as is.

Note: The "Edit Course Data" option may be used to verify course information without making any changes to the file. Follow the directions above. Move the cursor down through the data with the <RETURN> key after reading them from the screen. Answer Y(es) to the "IS THIS CORRECT" prompt and exit the routine with the E(xit response. Respond to the "SAVE THE CHANGES" prompt with N(o) as no changes were made.

IMPORTANT: RETURN TO THE "DATA MANAGER" BEFORE REMOVING THE DATA DISK. OTHERWISE ANY MODIFICATIONS MADE WILL BE LOST.

3. Entering New Course Information

This option is used to either create a Course File on the PROGRAM Disk or to add courses which are not currently in the Course File.

Enter the "Course Update Routine" from the "Data Manager" menu by selecting **Option 1.**

Select **Option 1**, "Enter New Courses" from the "Course Update Routine". (III-15) The screen which is displayed directs the operator to enter the requested course information. Most of this information may be found on the "Turn-Around-Document", (see example on page IV-18A).

Definitions for each of the variables to be entered may be found in the MICRO-VERS Tutorial, Part IV of this Manual, page IV-10.

The program C.I.P. Code as entered is checked against the CIP file on the PROGRAM Disk. The program will not accept a number which does not match. If repeated attempts to enter a C.I.P. Code fail, exit to "Data Manager" and then list the codes on file as explained in Sub-Section 4 below.

Enter the data onto the screen. The cursor will move as each character is typed. Errors within a line may be corrected with the backspace, (left arrow), key. The <RETURN> key enters the data and advances the cursor to the next line. Where no data is to be entered, (left blank), simply press <RETURN> to advance to the next line.

Some course information is required by the MICRO-VERS system. The computer will not allow the operator to pass some variables by pressing the <RETURN> key. The ? cursor will remain at the first character of the variable until correct information is entered. Required course information includes PROGRAM NAME, PROGRAM CIP (see exceptions below), COURSE NAME, COURSE ID, CREDIT, APPROVAL CODE AND NUMBER OF TERMS.

When the last variable has been entered, the computer allows the operator to check the entry and make any corrections before continuing. The following options apply:

'R' removes the data as entered and returns the screen for re-entry.

'RETURN' enters the course data and returns for the input of additional courses.

'ESC' enters the course data and exits to the "Course Update Routine" menu.

When entering several courses in succession, the "Course Input Screen" will return with the same Program Name and C.I.P. Code inserted as before. If the course to be entered belongs to the program displayed, type <RETURN> as the first character of the Program Name. The cursor will move directly to the Course Name line and data entry may proceed.

If a new Program Name is to be entered, type the name over the current one. This will allow for both a new Program Name and C.I.P. Code to be entered.

Note: To leave the "Enter New Courses" routine immediately without typing in course information, i.e. when entered by mistake, press the 'ESC' key as the first character in the Program Name to return to the "Course Update Routine" menu.

IMPORTANT: RETURN TO THE "DATA MANAGER" BEFORE REMOVING THE DATA DISK. OTHERWISE, ANY COURSES ENTERED WILL BE LOST.

Where to go from here

(a) If the MICRO-VERS System is being used for the first time, the PROGRAM Disk is now prepared which contains a Course File containing all of the vocational courses entered from the "Turn-Around-Document". At this point, student demographic data should be loaded to create a Student File as explained in Section D, Page III-23.

(b) If the **PROGRAM** Disk contains a Course File created in a previous year, it has now been verified and modifications made where necessary. At this point student demographic data should be verified as explained in Section D, Page III-22 and then new students added to the file.

4. Editing the C.I.P. Code File

WARNING: This option will rarely be needed. It is presented here in the event that future changes in the C.I.P. Code File are necessary. If that is required, a directive from the State Board describing the changes will be issued and reference to this Sub-Section given.

When editing or entering C.I.P. Codes from the keyboard, they MUST match those found on the "Approved Vocational Listing" from the Illinois State Board of Education. Errors in these codes will result in significant discrepancies in reported credits and possible audit exceptions.

The PROGRAM Disk must hold a CIP File which contains a list of valid C.I.P. Codes. These codes are used when checking for errors in data entered from the keyboard. An error message will be given when a C.I.P. Code does not match the CIP file.

Note: This sub-section is presented for informational purposes only. ***The CIP File should not be altered under normal circumstances.*** *Users of the MICRO-VERS system will be notified by the State Board staff when certain C.I.P. Codes are to be deleted or added to the File. This sub-section may be consulted at that time.*

4.1 Verifying C.I.P. Codes in the File

Select **Option 4**, "Update CIP Code File", from the "Data Manager" menu to load the "CIP Code File Edit Program".

A list of C.I.P. Code numbers and vocational program names which are in the CIP File may be obtained with **Option 4** in the "CIP Code File Edit Program" menu. Output can be directed to the video screen or to the printer.

4.2 Adding C.I.P. Codes to the File

The CIP file was distributed as a standard part of the "MICRO-VERS Program Disk". To add codes to the existing CIP File, select **Option 1** from the "CIP Code" menu.

The six-digit C.I.P. Code for the vocational program and the vocational program title is typed into the keyboard. It is very important that the C.I.P. Code is taken directly from the "Turn-Around-Document" and that it matches the proper code as shown on the list of codes supplied by the State Board .

After typing in the code and program title the following options are displayed:

(1)	SAVE	Enters the code into the file and returns the screen for additional entries.
(2)	SAVE & EXIT	Enters the code into the file and exits to the "CIP Code" menu.
(3)	RE-ENTER	Removes the entry and returns the screen for re-entry.

4.3 Editing the Program Name

The vocational program name that corresponds with a C.I.P. Code on file may be edited using Option 2, "Change an Existing CIP Code". A C.I.P. Code number cannot be altered using this option. If the C.I.P. Code number on file is incorrect, the code must be deleted and re-entered.

Select **Option 2** from the "CIP Code" menu. Enter the code number for the program title which is to be modified. The current title will be displayed and corrections to the title may be made.

4.4 Removing a C.I.P. Code from the File

A C.I.P. Code may be removed from the CIP File using Option 3 from the "CIP Code" menu. The code number which is to be deleted is typed into the keyboard. Once it has been verified, the code is removed from the file.

To alter a C.I.P. Code number which is in the CIP File, delete the incorrect number using this option. Add the correct code number and program name using Option 1 as directed above.

IMPORTANT: RETURN TO THE "MICRO-VERS DATA MANAGER" BEFORE REMOVING THE DATA DISK. OTHERWISE ANY MODIFICATIONS MADE TO THE CIP FILE WILL BE LOST.

D. ENTERING/EDITING STUDENT INFORMATION

Once the vocational course information has been loaded and/or verified, the student demographic data may be entered and verified. This step must be completed before any enrollment information may be loaded.

1. Verifying Student Information

This step is bypassed if the agency is entering student data for the first time. Proceed to Sub-Section 2, "Entering New Students' Information". Return to this paragraph after finishing the data entry.

A routine is available which produces a print-out of the Student File. This print-out may be requested in alphabetical order by student name or numerically by student ID number. This procedure should be executed to verify the Student File after transferring and updating data from the previous school year. In addition, this procedure should be used to verify the entire Student File upon completion of data entry.

If the Student File is partitioned onto multiple Data Disks, the following steps must be completed for each disk. Switch the disks only when the "Data Manager" menu is displayed or when instructed to do so my the computer.

To obtain a list of students, select **Option 6**, "MICRO-VERS Reports", from the "Data Manager" menu. The "MICRO-VERS Reporting Feature" menu will be displayed. (see p. III-15)

Select **Option 4**, "Student File List" from this menu. Two disk shifts in Drive 1 are required at this point. Follow the directions displayed on the screen. When the "Student File List" menu is displayed, select **Option 1**, "Begin List Routine".

When the listing has been completed, return to the "Reporting Feature" menu using **Option 2**. **Option 6** from that menu may be used to return to the "Data Manager".

Review the printed output and correct where necessary. Refer to Sub-Section 3, "Editing Student Information" to enter these modifications into the Student File.

Note: Alphabetizing is a slow process. A full Data Disk may require an hour or more for the sorting to take place. It will, however, automatically begin to print when the sorting is completed. The computer may be left unattended during this period. If it is not necessary that the list be alphabetized, output by ID number is much faster.

2. Entering New Students' Information

This routine is used to add student records to the Student File. This procedure is used when:

(a) building a Student File for the first time, i.e. new MICRO-VERS users.

(b) adding new students to the current Student File, i.e. new enrollments/9th graders.

Before adding students to the file, design a disk organization plan if your agency has more than 500 students enrolled. See Section B, Sub-Section 1 for details in planning for multiple Data Disks.

Place the disk with the proper "alphabetized block" of students into Drive 2. If you are creating the Student File for the first time, place the initialized Data Disk into Drive 2.

Select **Option 2**, "Update Student File" from the "Data Manager" menu. The "Student File Update Routine" will be loaded for execution.

```
*****************************************
*                                       *
*      STUDENT FILE UPDATE ROUTINE      *
*                                       *
*]FILE CONTAINS    0 OUT OF 500 RECORDS[*

  <1>  ADD STUDENTS TO FILE
  <2>  EDIT STUDENT ENTRIES
  <3>  DELETE STUDENT FROM FILE
  <4>  ENTER A CLASS LIST
  <5>  ENTER VARIABLE CONTACT HOURS
  <6>  ENTER COOP. CLASSES
  <7>  ENTER SPECIAL ED. COOP (59.0106)
  <8>  RETURN TO MAIN MENU

          ENTER YOUR CHOICE:
```

Select **Option 1**, "Add Students to File", from this menu. The screen which is displayed directs the operator to enter the required student information. Most of this information may be found in agency student records or guidance files.

Some agencies may prefer to use a "STUDENT RECORD FORM"* which provides spaces to enter the appropriate data for each student. Each variable on the form is in the proper order for data entry into the computer.

Definitions for each of the variables to be entered may be found in the Appendix, Part V of this Manual. Codes to be used for data entry may be found on the reverse side of the "STUDENT RECORD FORM" which is also in the Appendix and in the MICRO-VERS Tutorial, beginning on page IV-27.

Enter the data onto the screen. The cursor will move as each character is typed. Errors within a line may be corrected with the backspace, (left arrow), key. The <RETURN> key enters the data and advances the cursor to the next line. Where no data is to be entered, (left blank), simply press <RETURN> to advance to the next line.

Data is checked for appropriate code as it is entered. Data which is out of the assigned range will not be accepted by the computer. Check the codes in the Appendix if repeated attempts to enter data fail. Some data such as "name", "ID number", "sex", "ethnic/racial category" and "grade" must be entered. The computer will not allow you to pass these variables. Others may be bypassed by pressing the <RETURN> key.

Up to 2 Service Codes may be entered for students claimed as either Handicapped or Disadvantaged. If no Condition code is entered, the cursor by-passes the Service Code entry. An appropriate service code must match the handicap or disadvantage condition. The cursor will not advance until the mismatch is corrected. Check Appendix A, page V-13 for appropriate codes.

When the last variable has been entered, the computer allows the operator to check the entry and make any corrections before continuing. The following options apply:

'R' removes the data as entered and returns the screen for re-entry.

'RETURN' enters the student data and returns for the input of additional students.

'ESC' enters the student data and exits to the "Student Update Routine" menu.

*See Appendix for sample "STUDENT RECORD FORM". This form may be photo-copied and used for data entry.

Keep track of the number of student records which have been entered. If pausing in the middle of data entry, mark your place. Exit the "Add Students" routine as described above and return to the "Data Manager" before removing the Data Disk and turning off the computer. **Remember that it is a good practice to periodically exit to the "Data Manager" to save data permanently. This could prevent a major loss of data.**

Follow the disk organization plan for multiple Data Disks if your agency has more than 500 students. When the end of the "alphabetized block" is reached, return to the "Data Manager" and initialize another disk. Make back-up copies of all Data Disks.

Periodically, the screen will pause for a few seconds, go blank or the cursor disappear. This usually occurs after entering each 12 students. This is normal. The computer is organizing the files and storing information. When the cursor returns, continue adding data.

Note: To leave the "Add New Students" routine immediately without typing in student information, i.e. when entered by mistake, press the 'ESC' key as the first character in the Student Name to return to the "Student Update Routine" menu.

IMPORTANT: RETURN TO THE "DATA MANAGER" BEFORE REMOVING THE DATA DISK. OTHERWISE, ANY STUDENTS ENTERED WILL BE LOST.

3. Editing Student Information

The following procedure should be used in making modifications to the Student File. A listing of the Student File can be made to assist in the process. See Sub-Section 1 above for directions in verifying student records.

Organize the student records which are to be modified into the same "alphabetized blocks" as the Data Disks. Place the proper Data Disk in Drive 2. Remember to return to the "Data Manager" before changing Data Disks.

Enter the "Student Update Routine" by selecting **Option 2**, from the "Data Manager" menu.

To modify student data, select **Option 2**, "Edit Student Entries" from the "Student Update" menu. A request will then be made to enter the Student ID Number for the record to be modified.

Note: To exit the "Student Edit Routine" without editing, i.e. when entered by mistake, press the 'ESC' key as the first character in the ID number.

The computer now allows the operator to check the entry and make any corrections before continuing. The following options apply:

'R' removes an ID Number entered in error and returns the screen for re-entry.

'RETURN' enters the student edit routine and returns for further editing after modifications have been made.

'ESC' enters the student edit routine and exits to the "Student Update Routine" menu after modifications have been made.

The student information currently in the file is displayed on the screen. The cursor initially is placed on the first character of the student name. As the <RETURN> key is pressed, the cursor advances to the next variable. Corrected information is entered by typing over current data.

Note: The Student ID Number cannot be changed using this option. The MICRO-VERS file structure is such that alterations in this manner are not possible. If the Student ID Number is incorrect, delete the entire student from the file following instructions later in this paragraph. Then, add the student to the file again with the correct ID number using directions found in Sub-Section 2 above.

Once the cursor has been advanced past the last variable, the operator may correct any errors in the modifications by responding N(o) to the "IS THIS CORRECT? Y/N" prompt. Errors may also be corrected in an entry line by backspacing and re-typing. This can be used, however, only before the <RETURN> key has been pressed to enter a line of data.

Upon pressing the Y(es) response, each course in which the student is enrolled is listed. The operator is directed to:

D(ELETE OR E(XIT?

'D' permits a course to be deleted from the student's record, i.e. the student is removed from the class. The operator will then be directed to select the course for deletion from those listed. If the course to be deleted is a cooperation education course, the C.I.P. Code for the training station is also requested.

'E' exits the "Student Edit Routine".

A final chance is given before any permanent changes are made in the Student File on the disk. The "SAVE THE CHANGES Y/N?" prompt allows the operator to:

'Y' the modifications are correct, write the corrected record into the Student File.

'N' do not modify the Student File. All modifications will be nullified. The Student File will remain as is.

Note: The "Edit Student Data" option may be used to verify student information without making any changes to the file. Follow the directions above. Move the cursor down through the data with the <RETURN> key after reading them from the screen. Answer Y(es) to the "IS THIS CORRECT" prompt and exit the routine with the E(xit response. Respond to the "SAVE THE CHANGES" prompt with N(o) as no changes were made.

As the Student File grows larger the data entry screen will tend to clear more slowly. This is normal. The computer is checking the file to make sure that the student has not been entered more than once. Sorry for the inconvenience. Be patient!

IMPORTANT: RETURN TO THE "DATA MANAGER" BEFORE REMOVING THE DATA DISK. OTHERWISE ANY MODIFICATIONS MADE TO THE STUDENT FILE WILL BE LOST.

4. Deleting Students from the File

Organize the student records which are to deleted into the same "alphabetized blocks" as the Data Disks. Place the proper Data Disk in Drive 2. Remember to return to the "Data Manager" before changing Data Disks.

Select **Option 3** from the "Data Manager" menu.

To delete a student from the file, select **Option 3**, from the "Student File Update Routine". This program is used when an entire student's record is to be removed from the file or when correcting an incorrect student ID number as described above.

Type in the Student ID Number for the student which is to be removed from the file.

The computer now allows the operator to check the entry and make any corrections before continuing. The following options apply:

'R' removes an ID Number entered in error and returns the screen for re-entry.

'RETURN' enters the delete student routine and returns for further deletions.

'ESC' enters the delete student routine and exits to the "Student Update Routine" menu after deletions have been made.

Note: To exit the "Delete Student Routine" without deleting, i.e. when entered by mistake, press the 'ESC' key as the first character in the ID number.

Where to go from here

Once the student demographic data has been entered, verified and edited, if necessary, the class enrollment may be entered.

Class enrollment is entered from class lists and may be completed after mid-term of each semester. Section E provides directions for entering the class enrollment information.

E. ENTERING CLASS ENROLLMENT INFORMATION

Class enrollment data may be entered into the computer after mid-term enrollment has been verified. **Enrollment data must be entered for every term.** It may be entered at the end of each term or after the mid-term of the last quarter/semester when data for all terms is entered at that time. Full year courses consisting of two semesters will have students entered twice.

Due to the nature of the file structures and the compiling procedures, four different routines are used to enter enrollment information--each for a different type of class.

1. Regular Class Enrollment

Classes in which the student is enrolled are placed in the student's record in the Student File using this routine. A regular class is any vocational class which is not included in any of the other categories below.

Although a cooperative education class has a classroom component to it, enrollment information is not be entered using this routine. All cooperative education class enrollment, (including the related class), is entered as described in Sub-Section 2 below.

Adult education classes in which every student receives the same number of clock hours of attendance are also entered with this routine. Check the course verification output as described in Section C. If an adult class shows 'VAR' as the class credit, enrollment must be entered as described in Sub-Section 3 below.

If multiple Data Disks are used, insert the disk with the first "alphabetized block" into Drive 2. Enter the ID numbers for each of the students on the first class list who are in this block, i.e. A-F. Mark the last student on the class list which has been entered before moving on to the next class list. Repeat this procedure for all class lists before going on the the next block. When enrollment for this block has been entered, exit to the "Data Manager" and replace the Data Disk in Drive 2 with the subsequent Data Disk, i.e. the one which contains the next block. Repeat until all regular class enrollment has been entered.

Select **Option 2**, "Update Student File" from the MICRO-VERS "Data Manager" menu.

When the "Student Update File" menu is displayed, select **Option 4**, "Enter A Class List".

Enter the Course ID Number for the class in which students are to be enrolled.

Spaces for entering the ID numbers of 36 students will be displayed on the screen. The cursor moves as the ID number is typed. The 'left arrow' key may be used to backspace and correct errors before the <RETURN> has been pressed to record a number. The <RETURN> key enters an ID number and advances to the next space.

The '<' key may be used to back up to the previous ID number to make corrections. Any ID numbers which are "backed over" to get to a mistake must be re-typed.

After all ID numbers in the "alphabetized block" have been entered, pressing 'ESC' will exit to the "Student Update" menu. Re-enter the "Class List" routine and continue adding enrollment to other classes.

If more than 36 students are to be entered, fill all of the spaces with ID numbers. The data will be automatically saved after the 36th student has been entered. Re-enter the routine using the same Course ID number. An additional 36 students may be entered. This process may be repeated indefinitely.

Check the ID numbers on the screen before exiting. Corrections can either be made by "backing up" and retyping or by deleting a course from a student's record as described in Section D, Sub-Section 3.

IMPORTANT: RETURN TO THE "DATA MANAGER" BEFORE REMOVING THE DATA DISK. OTHERWISE ANY ENROLLMENT DATA ADDED TO THE STUDENT FILE WILL BE LOST.

2. Cooperative Education Class Enrollment

For funding and reporting purposes, cooperative education students must be identified by the C.I.P. Code of their employment training station. All enrollment in cooperative education classes must therefore be entered using the following procedure.

This Option will only accept six-digit C.I.P. Codes that have previously been entered on the Course File. Prior to continuing with coop. class enrollment, determine if any of the students' training station job C.I.P. Codes do not currently appear in the Course File. These C.I.P. Codes also must appear in the CIP File.

If there are training station C.I.P. Codes that are not in the Course File, follow the instructions found in Section C, Page III-17, "Entering New Course Information", to load a "dummy" course in each of the programs that correspond with the C.I.P. Codes of the training stations. Place the following information in Course File for each:

PROGRAM NAME	:	Use proper vocational program title
PROGRAM CIP	:	Use proper C.I.P. Code
COURSE NAME	:	DUMMY
COURSE ID	:	D1, D2 ,D3 . . . etc. (sequentially numbered for each dummy course)
CREDIT	:	Proper credit for each term
APPROVAL CODE	:	1
N of TERMS	:	Proper number of terms for full credit

Leave the rest of the variables blank. When a program has been added for each training station, return to the "Data Manager".

Organize the class lists for the coop. classes into the "alphabetized blocks" as before. Enter the C.I.P. Code for each student's training station next to his/her ID number on the class list.

Place the Data Disk with the first "alphabetized block" in Drive 2. Select **Option 2**, "Update Student File", from the "Data Manager" menu.

Select **Option 6**, "Enter Coop. Classes", from the "Student Update" menu.

Spaces for entering the enrollment information for 14 students will be displayed on the screen. The '?' cursor moves as the information is typed. The 'left arrow' key may be used to backspace and correct errors before the <RETURN> has been pressed to record a number. The <RETURN> key enters an ID number and advances to the next space.

The '<' key may be used to back up to the previous data to make corrections. Any numbers which are "backed over" to get to a mistake must be re-typed. If the '<' key is pressed while in the "ID" location, the cursor will "back up" to the previous student which may then be re-entered.

The file structure for the cooperative education classes is significantly different than for regular classes. Therefore, more information must be entered. In addition to the student ID number and the training station C.I.P. Code, enter the following:

CREDIT: Number of credits per term, See Definitions in the Glossary of Terms, Appendix B.

TERMS: Number of terms for full credit, See Definitions

SO: Special Organization, Y or blank, See Definitions

After all information in the "alphabetized block" has been entered, pressing 'ESC' will exit to the "Student Update" menu. Re-enter the "Coop Class List" routine and continue adding enrollment to other classes.

If more than 14 students are to be entered, fill all of the spaces with the first 14 students' information. The data will be automatically saved after the 14th student has been entered. Re-enter the routine again. An additional 14 students may be entered. This process may be repeated indefinitely.

Check the information on the screen before exiting. Corrections can either be made by "backing up" and retyping or by deleting a course from a student's record as described in Section D, Sub-Section 3.

IMPORTANT: RETURN TO THE "DATA MANAGER" BEFORE REMOVING THE DATA DISK. OTHERWISE ANY ENROLLMENT DATA ADDED TO THE STUDENT FILE WILL BE LOST.

3. Adult Class Enrollment with Variable Contact Hours

Organize the adult class lists into the "alphabetized blocks" as before if necessary. Enter the clock hours of attendance for each student next to his/her ID number on the class list.

Place the Adult Data Disk with the first "alphabetized block" in Drive 2. Select **Option 2**, "Update Student File", from the "Data Manager" menu.

Select **Option 5**, "Enter Variable Contact Hours", from the "Student Update" menu.

Enter the course ID number for an adult course which has variable contact hours.

Spaces for entering the enrollment information for 15 students will be displayed on the screen. The '?' cursor moves as the information is typed. The 'left arrow' key may be used to backspace and correct errors before the <RETURN> has been pressed to record a number. The <RETURN> key enters an ID number and advances to the next space.

The '<' key may be used to back up to the previous data to make corrections. Any numbers which are "backed over" to get to a mistake must be re-typed.

After all information in the "alphabetized block" has been entered, pressing 'ESC' will exit to the "Student Update" menu. Re-enter the "Variable Contact Hours" routine and continue adding enrollment to other classes.

If more than 15 students are to be entered, fill all of the spaces with the first 15 students' information. The data will be automatically saved after the 15th student has been entered. Re-enter the routine again. An additional 15 students may be entered. This process may be repeated indefinitely.

Check the information on the screen before exiting. Corrections can either be made by "backing up" and retyping or by deleting a course from a student's record as described in Section D, Sub-Section 3. **This is your only opportunity, however, to verify all variable credit information.**

4. Special Education Cooperative Education Class Enrollment

Reporting requirements are such that students enrolled in special education coop. classes must be identified separately. This option allows MICRO-VERS to place these students into the proper categories. This procedure is to be used only for entering special education coop. class enrollments with C.I.P. Codes of 59.0106. Enter cooperative education classes with all other C.I.P. Codes as directed under Sub-Section 2 above.

The procedure used here is identical to the one presented in Sub-Section 2, "Entering Cooperative Education Classes". With the following exception, all directions in that paragraph apply.

Place the proper Data Disk in Drive 2 and enter the "Student Update" routine as directed, select **Option 7**, "Enter Special Ed. Coop. (59.0106)".

Where to go from here

After all enrollment information has been entered depicting mid-term enrollment for each term, "program completions" may be entered.

F. DETERMINING PROGRAM COMPLETIONS

This routine produces a print-out listing each twelfth grade student in the file who is enrolled in one or more training level courses. This list of "potential program completers" may then be checked against local records to verify that the students have completed a sequence of courses comprising the vocational program with which they have been identified.

This procedure also produces a list of "potential adult completers" by selecting adult students who are enrolled in one or more courses having an "approval code 5".

1. Listing Potential Completers

The following steps must be performed on each Data Disk:

Select **Option 3**, "Update Completers", from the "Data Manager" menu.

Once the "Completer Update Routine" is displayed, select **Option 1**, "Generate Completer List". This will begin the search for "potential program completers" and produce a print-out which provides the current information in the Student File.

Upon checking local records to verify the completion of a vocational program, a check mark is made in the space provided on the print-out. If a student is enrolled in more than one vocational program, a decision must be made at this time regarding the program in which the student is to be counted for completion. This information may now be entered into the Student File.

2. Entering Program Completions

Enter the "Completer Update Routine" via Option 3 in the "Data Manager". Select **Option 2**, "Enter Completers".

Spaces for entering the completion status for 30 students will be displayed on the screen. The '?' cursor moves as the information is typed. The 'left arrow' key may be used to backspace and correct errors before the <RETURN> has been pressed to record a number. The <RETURN> key makes an entry and advances to the next space.

The '<' key may be used to back up to previous data to make corrections to information entered in error. The '<' key may only be typed as the first character of the ID number. Any numbers which are "backed over" in this manner must be re-typed.

After all information in the "alphabetized block" has been entered, pressing 'ESC' will exit to the " Update Completer" menu. Return to the "Data Manager", change the Data Disk to the next "block" and repeat the above steps.

If more than 30 students are to be entered, fill all of the spaces with the first 30 students' information. The data will be automatically saved after the 30th student has been entered. Re-enter the routine again. An additional 30 students may be entered. This process may be repeated indefinitely.

Check the information on the screen before exiting. Corrections can either be made by "backing up" and retyping or by modifying a student's record as described in Section D, Sub-Section 3.

3. Verifying Program Completions

To generate a list of students who have been identified as completers of vocational programs, follow the same directions outlined above in Paragraph 1 for generating a "potential completer" list. Students who have been previously identified as program completers will be noted by "YES" printed in the space provided on the print-out. The CIP Code for the program in which the student completed will also be identified.

Where to go from here

This is the last step which deals with data entry. Proceed to Section H for directions in compiling and printing the final reports.

G. VERIFYING DATA ON FILE

It is imperative that data stored in the MICRO-VERS files be verified after data entry. Data entry errors will occur. Errors in the data could cause a wide variety of problems ranging from incorrect information, program run errors or even audit exceptions. The following routines may be used to read the MICRO-VERS files and provide output which may be checked for errors.

Each of the routines described below reside on the "MICRO-VERS Printer Disk". To access these routines, select **Option 6**, "MICRO-VERS Reports", from the "Data Manager" menu. The "MICRO-VERS Reporting Feature" menu will then be displayed.

```
**************************************
*                                    *
*    MICRO-VERS REPORTING FEATURE    *
*                                    *
**************************************

   <1> VEDS AND CLAIMS SECONDARY
   <2> VEDS AND CLAIMS ADULT
   <3> COURSE LIST
   <4> STUDENT FILE LIST
   <5> CLASS LIST
   <6> RETURN TO MAIN MENU
```

1. Course Information Lists

Select **Option 3**, "Course List" from the menu. Two disk shifts in Drive 1 are required at this point. Follow the directions displayed on the screen. The printer must be connected to the computer to complete this listing. Screen output is not available. The computer may be left unattended while the list is being compiled and printed.

The print-out includes all information which has been entered for each of the courses. Check the information for each course against the "Turn-Around-Document" for accuracy. An example listing appears in Appendix A.

2. Student Information Lists

Select **Option 4**, "Student File List", from the menu. After loading the program from the MICRO-VERS Printer Disk, the computer will request that a Data Disk be placed in Drive 2. The "Student File List Program" menu now will be displayed. Select Option 1, "Begin List Routine" from this menu.

This routine may be used for printing out lists of students in various categories desired by the user. At this point, however, it is assumed that a list of the entire student file is desired. Paragraph 4 below, "Student File Search", explains the further use of this procedure. To obtain a list of the entire student file, select **Field Number 14**, "Start Search" from the list displayed. The computer will then ask for verification that all of the student records are desired to be listed. Answer "Y" to this request.

Output from this routine may be produced in alphabetical order by student name or in numerical order by student ID number. Output in alphabetical order is much slower than by ID number. Unless necessary, it is usually adequate for student lists to be in numerical order.

The operator also has the option to print courses in which each student is enrolled. If students have not been entered into classes prior to this time it is not necessary to select this option thus speeding up the listing process.

The computer will display the number of student records as it reads them from the disk. When all records have been selected, the operator may select the output to be routed to the printer or the screen. After this final selection, the student list will begin. When this listing is complete a prompt for inserting a Data Disk will again appear on the screen. If multiple disks are being used, make the switch at this time and repeat the above process.

3. Program Completion Lists

Lists of students who have been identified as completing vocational programs may be obtained via the "Update Completer" Routine found on the MICRO-VERS Data Manager Menu. This procedure is described in Section F, Sub-Section 3 on page III-35.

4. Student File Search

The "Student File List" Routine may also be used to search the Student File for various combinations of student data. By accessing the Student File in this way, errors in student records may be detected by comparing the computer file with the STUDENT RECORD FORM. Sample output from this routine is shown in the Appendix.

Select **Option 4**, "Student File List" from the "MICRO-VERS Reporting Feature" menu.

Follow the directions displayed on the screen. After inserting the Data Disk into Drive 2 as directed, the "Student File List Program" menu will be displayed on the screen.

After selecting **Option 1** to begin the search of the Student File, the following menu of student variables will be listed:

```
1>   STUDENT NAME
2>   SCHOOL ID. NUMBER
3>   STUDENT ID. NUMBER
4>   SEX
5>   GRADE LEVEL
6>   ETHNIC/RACE ,
7>   OVERAGE/UNDERACHIEVER
8>   HANDICAPPED CONDITION CODE
9>   HANDICAPPED SERVICE CODE
10>  DISADVANTAGED CONDITION CODE
11>  DISADVANTAGED SERVICE CODE
12>  PROGRAM COMPLETER
13>  SPECIAL ED. COOP (59.0106)
14>  START SEARCH
15>  CANCEL SEARCH

==========================================================================
PLEASE GIVE FIELD NUMBER =>
```

One or more of the 13 variables may be selected by Field Number to select sub-groups of students which are of interest. Field Number 14 is used to begin the search and Field Number 15, to cancel the search.

After selecting a Field Number, a list of search criteria will be listed on the screen. These include:

1) LESS than
2) EQUAL to
3) GREATER than
4) NOT LESS than (Greater than or equal to)
5) NOT EQUAL to
6) NOT GREATER than (Less than or equal to)

The search for student records is controlled by selecting one of these criteria. For example, if Field Number 5, GRADE LEVEL had been selected, the EQUAL response will list all students in a single grade level. The LESS response will list all students who have a grade level less than the one to be specified, etc.

After selecting one of the criteria, the program asks for an OPERAND on which to conduct the search. Continuing with the above example, the grade level of interest is entered as the OPERAND. With an OPERAND of 9 and a search criteria of EQUAL, all ninth grade students will be listed. If the LESS than criteria and the 11 OPERAND is selected, all students who are less than grade level 11, i.e. ninth and tenth grades, will be listed.

Note: Be careful to choose exactly the same OPERAND as originally entered in the Student File. The search is conducted for "strings" of characters rather than specific numbers. For example, if the grade levels for ninth graders had been entered as "09", a search with an OPERAND of "9" would not locate them.

When the criteria and operand have been selected, the Field Number menu will be returned to the screen. Additional Field Numbers may be selected to further define the search. For example, by adding Field Number 4, SEX, the search criteria EQUAL and the OPERAND, F, to the above example,a search for all female, 9th and 10th graders would be conducted.

When all desired variables have been selected, select Field Number 14 to START SEARCH. An opportunity to verify the search fields is provided. The search may be canceled at this time by responding N(o) to the "IS THIS CORRECT (Y/N)?" prompt.

Lists of student records selected by the search may be printed alphabetically by name or numerically by ID number. When "ALPHABETICAL" is selected, the listing process is much slower. If the lists are long and alphabetizing is not critical, select the list to be printed by ID number which is much faster.

The operator has the option to also list the courses in which students are enrolled. If this information is not necessary, the search may be "speeded up" by not printing out the courses.

Output from the search routine may be routed to either the printer or to the video screen. It is suggested that output be routed to the printer as the information displayed on the screen scrolls by quickly. The screen scroll may be stopped and restarted, however by pressing <CONTROL S>.

When the search has been completed, select the desired print option. The student records which satisfy the criteria selected will be listed.

Data Disks may be changed at the end of the search when prompted on the screen.

5. Class Lists

The "Class List" routine allows the user to print out lists of students enrolled in classes. This option should be selected to verify class enrollment after students have been entered into classes and before the final reports are compiled.

Place the DATA Disk in Drive 2 and select **Option 6**, "Class List" from the menu.

The operator may print class lists for all courses on file or may select from 1 up to 24 individual courses by entering the course number. A printer must be connected to the computer to print the class lists.

When requesting class lists for specific courses, select **Option 2** from the Class List menu. Enter the ID numbers for the courses desired, pressing the <RETURN> key after each entry. After all ID numbers have been entered, press the <RETURN> key without entering an ID number to continue the listing.

Enrollment in cooperative education classes may be listed by entering **COOP** in place of the course ID number. If the option to print class lists for all courses is selected, cooperative education enrollment will also be printed.

When the requested class lists have been printed, control is returned to the MICRO-VERS Data Manager. If multiple DATA Disks are being used, replace the DATA Disk in Drive 2 and repeat the "Class List" Option.

H. COMPILING AND PRINTING THE REPORTS

The final step in the process is to compile the final report and make print-outs from which to transfer data to the State Board document.

Begin by placing the first Data Disk into Drive 2 and selecting **Option 6**, "MICRO-VERS Reports", from the "Data Manager" menu.

The VEDS and Claims Reports for secondary programs is handled separately from the adult programs.

1. Secondary VEDS and Claims Reports

Select **Option 1**, "VEDS and Claims Secondary", from this menu. Two disk shifts in Drive 1 are required at this point. Follow the directions displayed on the screen. The compiling process will now begin. Depending on the number of students in the file, this process may take a considerable amount of time. A full disk may take about an hour. A percent finished indicator is display on the screen. The computer may be left unattended while compilation takes place.

Reporting mandates require that students enrolled in training level courses be reported in only one vocational program per year. As the student data are compiled, the computer automatically selects a student's vocational program based on the maximum number of credits generated. Situations occur, however, where students are enrolled in two or more vocational programs, each with equal amounts of credit. When this happens, the computer leaves the decision to the operator.

Each student who is enrolled in two or more programs of equal credit will be displayed in a table on the screen. The programs in which equal credits have been generated are displayed for the operator to choose between the alternatives.

When all "tie decisions" have been made, the "ARE THERE OTHER DATA DISKS" message is displayed. At this time, the Data Disk containing the subsequent "alphabetized block" of student data is placed in Drive 2. The above process is repeated until all Data Disks have been compiled.

When all data have been compiled, the operator may choose the report to be displayed on the video screen or the printer.

2. Adult VEDS and Claims Reports

The adult reporting program may be accessed directly from the end of the secondary program or it may be entered from the "MICRO-VERS Reporting Feature" menu via **Option 2**, "VEDS and Claims Adult". The procedure for compiling the adult data is identical to that described above for the secondary information.

I V. M I C R O - V E R S T U T O R I A L

This part of the manual has been designed for new users of the Micro-computer Vocational Education Reporting System Version 3.1, (MICRO-VERS 3.1), software package.

The Tutorial is intended to be used by data entry personnel who have not previously used the MICRO-VERS System. Its purpose is to provide an opportunity to become familiar with the software by practicing entering and editing sample data.

The MICRO-VERS software package has been designed to enable users to interact with the micro-computer in plain English. It is not necessary to be able to program a computer in order to use this system!

A. GETTING ACQUAINTED WITH THE EQUIPMENT

To use the MICRO-VERS system for reimbursement claims and VEDS reporting, the following equipment will be required:

1. An Apple][, Apple][Plus, Apple][e or Apple][c Micro-computer with at least 48K of memory
2. Two disk drives with controller card
3. A printer and interface card
4. A video monitor
5. Several blank disks

1. General Functions

A **micro-computer** can assist the local educational agency by performing routine, repetitive analyses of information at a high rate of speed. It can provide that assistance only if instructions are given to tell it how to perform the desired analysis. These instructions are provided by preparing a **program**.

The program must be written in a **language** that the programmer and the micro-computer both understand. The MICRO-VERS program required to complete the reimbursement claims and VEDS reports is included with this package. This manual will describe the use of the program.

Computer hardware, (equipment), follows the instructions provided by the program. When the programmers prepared the program, the **keyboard** of the micro-computer was used to type the set of detailed instructions required to complete the analysis.

This typing did not result in a piece of paper with the instructions on it, but rather the instructions were recorded on a disk in this case the **MICRO-VERS PROGRAM** disk. The program is **stored** on the disk in the same sense as music is stored on a cassette one would use in a car stereo or tape recorder. The program on the disk can be used repeatedly just as one can play a cassette recorded song over and over.

In order to use the MICRO-VERS program on the disk to complete analyses, simply insert the disk into disk drive number 1. When the micro-computer is turned on, it will **load** the program into its memory.

To load the program means to make a copy of it from the disk, and to put the copy inside the micro-computer so that it may be used. The program is still **permanently stored** on the disk and **temporarily stored** in the micro-computer.

The instructions in the program tell the micro-computer what to do and when to do it. For example, the program might tell the micro-computer to display information on the **monitor**. A monitor looks and performs much like a TV set.

The MICRO-VERS program expects information to be submitted in a specific sequence. If the information is received in the proper sequence and format, it is stored and analyzed. If incorrect data is typed into the micro-computer, a message is displayed on the monitor or, in some cases the computer will stop.

As data is entered into the micro-computer, it is stored in a **file**. A computer file is much like a file cabinet drawer. When one wishes to use information in a file drawer, the file drawer must first be opened. The program also opens computer files.

After a file drawer has been opened, the information can be located by checking through the sequence in which the information was filed, (A,B,C ---- or 1,2,3 ----). The micro-computer program does the same. When one finishes using the information, it is returned to the file drawer and the file drawer is closed. The information is then safe and in place for use at another time.

It is very important to remember that the program also returns information and closes the file so that it may be accessed at a later time.

Through using the MICRO-VERS program, two applications are desired:

1. To collect, compile and analyze the information according to State Board regulations

and

2. To print the data that will be sent to the State Board.

It is not necessary to know how the computer works or how it analyzes the information. The user of the MICRO-VERS system need only be concerned with two aspects of the program: (a) How to assemble the data required and enter it into the micro-computer; and (b) How to interpret the end results of the analysis, (i.e., the VEDS and Claim reports), which are to be sent to the State Board.

The MICRO-VERS program instructs the computer to "ask" the user for the information at data entry time, send the results of the analysis to the **printer** and to produce a copy of the data to transfer to reports that can be delivered to the State Board.

Part III, "Operator's Handbook", of this manual explains the procedure of entering the data and obtaining the results of the analysis.

2. Handling Disks

Disks are somewhat fragile and require careful handling. Always insert the disk into the drive with the label facing up and toward you. When handling the disk, place your thumb over the label. This will help insure that the disk is placed into the drive in a proper fashion.

Refrain from touching any portion of the disk other than the stiff paper cover. Do not allow the disk to become bent or creased in any manner. Liquids or smoking ashes accidentally spilled on the disk can quickly ruin it. Always return the disk to its envelope when not in use. These simple precautions will enable the disk to remain clean and provide many hours of use.

The MICRO-VERS package of materials contains this instruction manual, a **MICRO-VERS PROGRAM** disk and a **PRINTER** disk. Several blank data disks will be necessary for storing student and course information.

Any good quality 5 1/4" soft-sector disk may be purchased for this purpose. Throughout this manual the three disks will be referred to with the terms **PROGRAM** disk, **DATA** disk, and **PRINTER** disk.

The MICRO-VERS disks are designed to operate with Disk Operating System, (DOS), 3.3. This version is included with all Apple computers purchased after August, 1981.

As the program disks included with this package have been made as master disks, they will automatically run under earlier DOS versions. In the event the disks will not operate properly with your system, contact one of the staff persons listed in Appendix C.

B. SOME BASICS

Before beginning the tutorial session in this section, it is important that copies be made from the distribution set sent to the LEA from the State Board. Make copies of both the PROGRAM disk and the PRINTER disk using the procedure described in the Operator's Handbook on page III-2.

*Note: Apple][e users should insure that the CAPS LOCK which is located on the lower left side of the keyboard should be locked in the **ALL CAPS**, (down), position. Although upper and lower case names may be used, the computer program will not respond to responses made in lower case to prompts.*

In order to use the MICRO-VERS system and before turning the computer on, open the drive door on the disk drive marked DRIVE 1 and check to see that it is empty. (If a disk is found in the drive, remove it at this time.) Insert the **MICRO-VERS PROGRAM** disk into the disk drive and close the door.

The on/off switch for the Apple][is located on the rear, left side of the micro-computer next to the power cord. The power switch for the display monitor is located on the front of the monitor. The power switch for the Apple][c monitor is located on the right side. Push it in.

Turn on the monitor by pulling the on/off switch outward and the micro-computer by moving the power switch into the upward position. At this time the white square marked POWER located on the left hand side of the keyboard will light up, and the disk drive will begin to make a whirring noise. Most disk drives also contain a small light that indicates the drive is in use.

Normally the disk drive will run from 30 to 90 seconds before it stops. When the disk drive stops, the following menu of options will appear on the screen:

```
*****************************************
*                                       *
*  WELCOME TO MICRO-VERS DATA MANAGER   *
*              VERSION 3.1              *
*                                       *
*****************************************

          1) UPDATE COURSE FILE

          2) UPDATE STUDENT FILE

          3) UPDATE COMPLETERS

          4) UPDATE CIP CODE FILE

          5) INITIALIZE A NEW DATA DISK

          6) MICRO-VERS REPORTS

          7) EXIT MICRO-VERS

           ENTER YOUR CHOICE:
```

Up to this point it has been assumed that the micro-computer is turned off. If the micro-computer is on prior to using the MICRO-VERS system, a slightly different approach will be necessary.

Open the disk drive door and verify that it does not contain a disk. Insert the **MICRO-VERS PROGRAM** disk into the drive, close the door, and type the command **PR#6**, and press the key marked **RETURN** to begin the program.

The disk drive should begin to make its whirring noise; and if there is an "in use" light on the drive, it will glow. When the drive stops, the menu of options will appear on the screen.

C. INITIALIZING DISKS

*{III-11}**

When a disk is manufactured, it contains no information. In order to use the disk for storing data, special information must be placed on the disk by the computer. The placement of this special information on the disk is called initializing or formatting the disk.

A **DATA** disk, provided by the district, that has not been initialized with the **PROGRAM** disk will not work for storage of information with the MICRO-VERS system.

To initialize a **DATA** disk, begin by selecting Option number 5 from the menu and pressing the **RETURN** key. The disk drive will momentarily whir while this portion of the program is loaded from the diskette. When the drive has stopped, the computer will "beep" and the following message will appear:

PLEASE INSERT A NEW OR NOT NEEDED DISK
INTO DRIVE NUMBER TWO

<<WARNING>>

THIS PROCESS WILL ERASE THE ENTIRE DISK.

TYPE 'GO' TO BEGIN OR 'EX' TO EXIT:

Note: The new DATA disk must be inserted into the disk drive before typing GO.

Insert the **DATA** disk into disk drive number 2 and close the door. Type the letters **GO**, press **<RETURN>**. The micro-computer will give you the message:

ENTER DISK NAME:

In order for the computer system to check for errors in data, it is necessary that each data disk have a unique name. This can also be helpful to the district in keeping track of data disks. Any disk name may be selected that is fifteen (15) characters or less in length. It is suggested that a descriptive name such as **Dist #100 84/85** be selected. Districts using more than one data disk should use, A-D 84/85, E-J 84/85, etc.

*Page reference in Part III, "Operator's Handbook"

For the practice session described here, enter **M-VERS TUTORIAL** to this prompt. Disk initialization will now begin and the following message will be displayed:

INITIALIZING THE DISK

When the micro-computer completes the initialization of the **DATA** disk, the following message will appear:

IS THERE A STUDENT FILE TO TRANSFER?
ENTER 'Y' FOR YES OR 'N' FOR NO:

{III-12}

This is used when updating a Student File from a previous year's data file. Since we are creating a new disk for practice here, Press **N** for No. The initialization is now complete and the DATA MANAGER menu will be returned to the screen.

D. ENTERING COURSE DATA

In the MICRO-VERS system, three major steps are involved in collecting and assembling the necessary data for entry into the micro-computer.

First, **vocational program and course information** is obtained from the Turn-Around Document. Secondly, **student data** must be gathered for each student enrolled in vocational courses. Finally, **course enrollment information** is obtained from course lists.

Two data files, one for the vocational program information and one for student information, will be created by the computer programs. Local agency personnel will collect and assemble the required data using a method which is based on local needs and constraints. It will then be put into a format which easily allows for data-entry into the micro-computer.

Although the information described in this section may be found in a variety of locations, some suggested sources follow:

IMPORTANT

The information presented here is a description of the MICRO-VERS process. Several examples are presented which are intended to allow the data-entry person to practice and familiarize himself/herself with the system. DO NOT begin entering local data at this time. Read the following sections, practice with the examples and follow the system to the completion BEFORE attempting to enter actual course and student information.

The vocational program information required for input into the MICRO-VERS system is taken from the "Turn-Around Document" and is entered into the micro-computer in the order in which it is presented on this form. An example document is found in this section.

The Local Plan for Vocational Education or student handbook may be consulted for information not found in the "Turn-Around Document".

Note: Courses offered at other agencies under joint agreements including those at area vocational centers should not be entered with the courses being offered at the home school.

Descriptions of each of the Vocational Program Variables are presented first with examples for practice data-entry at the end of this section.

1. Variable Descriptions -- Vocational Program Data

Vocational program Name -> A vocational program consists of a sequential series of courses which have been approved for funding. The name for an approved vocational program is found on the "Turn-Around Document" and may be entered directly into the micro-computer. **The program name must occupy no more than 20 characters.**

EXAMPLE: General Office Clerk (See example, page IV-18A)

Six Digit C.I.P. Code Number -> Each approvable vocational program and course has a corresponding Classification of Instructional Program Code Number. This number may also be taken directly from the "Turn-Around Document".

EXAMPLE: 07.0705 (See example, page IV-18A)

Course Name -> The name of each approved vocational course may also be found on the "Turn-Around Document". To optimize computer space, **the course name must occupy no more than 25 characters.** In some cases, course names may have to be abbreviated.

EXAMPLE: Clerical Office Proc
(See example, page IV-18A)

Course Number -> A course number is used by the computer to search disk files and compile requested information. The course number consists of a **maximum of 4 characters** and may be composed of numerals, letters or a combination of both. If a local educational agency presently has course numbers assigned to vocational courses, these may be used as long as they don't exceed 4 characters. If the local agency does not presently use course numbers, they must be assigned to each vocational course.

EXAMPLE: B250 (See example, page IV-18A)

Type of Recognition (Adult programs, approval code 5 only) -> Type of recognition refers to the type of award (such as a certificate) given program completers for completion of a adult vocational program, (Approval Code 5). If the district has no adult vocational education programs, this variable may be ignored. The three categories for recognition of adult completers are:

1 = a formal award for a program of 1 Year or More
2 = a formal award for a program of Less Than 1 Year
3 = None, i.e., no formal award.

EXAMPLE: 1 = Certificate of Completion for Practical Nurse Program

Course Credit -> (Secondary Courses) Course credit refers to the number of Carnegie Units of credit per term which the local agency grants for successful completion of the vocational course. The number of credits per term is found on the Turn-Around Document.

IMPORTANT: Fractional credits must be entered as a decimal number. For example, enter .5 rather than 1/2. In addition, credit is entered based on the portion of the course for which enrollment information is entered. For example, if enrollment information is to be entered for one semester of a two-semester course, the credit per term is one-half of the total credit.

EXAMPLE: 1 = one credit, one semester course
.5 = 1/2 credit, semester course
.5 = 1/2 credit, two semester course
(See example, page IV-18A)

WARNING: If you have questions in interpreting this Vocational Program variable, contact your Regional Vocational Administrator. An error in entering this variable can be responsible for significant audit exceptions.

Course Contact Hours Adult Courses, Fixed Amount -> Adult non-credit courses are reimbursed on the number of contact hours which the class meets rather than the number of credits. The number of contact hours which has been approved for each adult course may be taken directly from the "Turn-Around Document". **Agencies which offer adult courses on a variable contact hour per student basis should enter the letters VAR for this variable. The contact hours for these students will be entered later with the student enrollment information.**

EXAMPLE: 650 = Six hundred fifty hours (See example, page IV-18A)
VAR = Variable contact hours to be entered later

Course approval code -> A course approval code is assigned to the vocational course by the Program Approval and Evaluation Section of the State Board before the "Turn-Around Document" is returned to the local agency. Approval codes may be entered directly from the "Turn-Around Document".

EXAMPLE: 1 = training level course
3 = orientation level course
5 = adult training level program
6 = adult training level course
7 = adult apprenticeship course (See example, page IV-18A)

Special Organization Factor -> Local educational agencies which enroll students from two or more agencies may qualify for the additional funding provided by the Special Organization Factor. Application for this factor must be made with the Local Plan and the approval will be indicated on the Turn-Around Document.

EXAMPLE:Y = yes,or blank,for no
(See example Programming I&II, page IV-18A)

Number of Terms for Full Credit -> The number of terms, (semesters or quarters), into which the full course is divided. Also equals the number of times enrollment information is to be entered during the course.

EXAMPLE: 1 = one semester or quarter course.
2 = full year course, enrollment information entered twice, (once each semester).
3 = course that is taught for three quarters

Note:Adult vocational education courses use the same designations. Most adult courses will be one term in length.

NOTE: It is strongly suggested that a separate DATA disk be maintained for adult courses and students. This will allow for printing the final reports in a manner which is easy and efficient while preventing any possible errors in mixing secondary and adult programs. This procedure was NOT followed in the examples presented in this manual, however so that it might be kept as brief as possible.

2. Data Entry Procedures -- Vocational Program Data

To enter vocational program and course data into the computer with the MICRO-VERS program, begin with menu option 1, UPDATE COURSE FILE.

```
*****************************************
*                                       *
*  WELCOME TO MICRO-VERS DATA MANAGER   *
*            VERSION 3.1                *
*                                       *
*****************************************

          1) UPDATE COURSE FILE

          2) UPDATE STUDENT FILE

          3) UPDATE COMPLETERS

          4) UPDATE CIP CODE FILE

          5) INITIALIZE A NEW DATA DISK

          6) MICRO-VERS REPORTS

          7) EXIT MICRO-VERS

           ENTER YOUR CHOICE:
```

The Data Disk which was previously initialized should be located in Drive 2. If it is not, place it in Drive 2 at this time. Enter the number **1** and press **RETURN.** After a short period, the following menu of options will appear:

```
**************************
*                        *
* COURSE UPDATE ROUTINE  *
*                        *
**************************

 1) ENTER NEW COURSES

 2) EDIT COURSE DATA

 3) LIST CURRENT COURSES

 4) RETURN TO MAIN MENU

   ENTER YOUR CHOICE:

FILE CONTAINS   0 OUT OF 500 RECORDS
```

The COURSE UPDATE ROUTINE menu contains four options as well as an indicator to let you know how full the Data Disk is.

Option 1 -- ENTER NEW COURSES

{III-18}

Option number one, ENTER NEW COURSES, will be used here to input the program and course information. After entering a 1 and pressing **RETURN**, the following screen will appear:

```
 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
 !          PLEASE INPUT COURSE INFORMATION                  !
 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

PROGRAM NAME -> ? _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

PROGRAM CIP  -> _ _ _ _ _ _ _

COURSE NAME  -> _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

                          COURSE ID. -> _ _ _ _

                      RECOGNITION CODE  -> _

                CREDIT/CONTACT HRS PER TERM  -> _ _ _ _

                          APPROVAL CODE  -> _ _

                          SPECIAL ORG.  -> _

           NUMBER OF TERMS FOR FULL CREDIT -> _
```

DATA ENTRY NOTES:

(a) Be careful about the difference between 0, (zero), and O, (letter O), and between 1, (number 1), and l, (lower case letter l). Typists often use them interchangeably. The computer recognizes the difference and an error will result if the incorrect symbol is used.

(b) Use decimal numbers rather than fractions. For example, use .5 credits as opposed to 1/2 credits.

(c) If a typing error is made, it can be corrected by pressing the back space key, (left arrow key), and retyping the information. Once the RETURN key has been pressed to continue to the next line, errors can be corrected only by re-entering the entire page or by the Course Edit Routine as described on Page IV-20.

(d) The beginning point of each line of entry is marked with a cursor, (the character that moves across the screen as each key is pressed). If no information is to be entered, such as RECOGNITION CODE in the following example, simply press the RETURN key to bypass the entry.

Enter the following practice data to become acquainted with the MICRO-VERS system. The data is entered directly into the course information screen as it is typed. After each line entry has been completed, press **RETURN** to move to the next line.

```
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
!          PLEASE INPUT COURSE INFORMATION                !
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

PROGRAM NAME -> GENERAL OFFICE CLERK

PROGRAM CIP  -> 07.0705

COURSE NAME  -> CLERICAL OFFICE PROC

                    COURSE ID. -> B250

              RECOGNITION CODE  -> _

CREDIT/CONTACT HRS PER TERM  -> 1___

                  APPROVAL CODE  -> 1_

                   SPECIAL ORG.  -> _

NUMBER OF TERMS FOR FULL CREDIT -> 2
```

When the last entry, (NUMBER OF TERMS), has been completed, pressing the **RETURN** key will display the following message:

```
PRESS 'R' TO RE-ENTER.  PRESS 'RTN' TO
ACCEPT OR 'ESC' FOR LAST ENTRY
```

A description of this message follows:

PRESS 'R' TO RE-ENTER

If a mistake has been made in entering the data for the course, pressing the letter **R** will remove the data from the screen and allow the correct information to be re-entered.

PRESS 'RTN' TO ACCEPT

Pressing the **RETURN**, (RTN), key will cause the data to be accepted by the program and immediately return the screen as before ready for entering another program or course.

'ESC' FOR LAST ENTRY

Pressing the **ESC** key on the upper left side of the keyboard tells the micro-computer that this is the last entry to be made in the course file at this time. When the disk drive stops, the COURSE UPDATE ROUTINE menu of options will be returned to the screen. In summary, the **ESC** key files the last entry and returns to the "COURSE UPDATE ROUTINE" menu.

Since data is being entered for practice, try each of the first two options to become familiar with their operation by beginning with the first one, PRESS 'R' TO RE-ENTER.

After re-entering the data, select the second option PRESS 'RTN' TO ACCEPT.

Since the name of the program and its C.I.P. code is the same, simply press the **RETURN** key at PROGRAM NAME ->. If the PROGRAM NAME and C.I.P. code were different, typing in the new data prior to pressing the **RETURN** key would automatically change this information.

Now enter the following example:

```
! - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - !
!              PLEASE INPUT COURSE INFORMATION                        !
! - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - !

PROGRAM NAME -> ?ENERAL OFFICE CLERK

PROGRAM CIP  -> 07.0705

COURSE NAME  -> ACCOUNTING I

                        COURSE ID. -> B240

                RECOGNITION CODE   -> _

CREDIT/CONTACT HRS PER TERM  -> .5__

                    APPROVAL CODE  -> 1_

                     SPECIAL ORG.  -> _

NUMBER OF TERMS FOR FULL CREDIT -> 2
```

Press 'RETURN' to accept the entry above.

Continue adding the courses on the example "turn-around document" included in this section beginning with **Office Machines, B230.** When finished, five programs and thirteen courses will have been entered.

Note: Adult courses Beginning Drafting and Carpentry Appr. should be recorded as though they were programs consisting of a single course with the same name.

ILLINOIS STATE BOARD OF EDUCATION
Department of Adult, Vocational and Technical Education
100 North First Street
Springfield, Illinois 62777

Vocational Education Program Approval

District Code _____

District Name Mayberry District #100

COLUMN 1	COLUMN 2	PROGRAM OR COURSE TITLE		CIP CODE	SPEC. ORG.	COURSE CREDIT OR CONTACT HRS. EARNED EACH TERM	APPROVAL CODE ISBE Use Only
401	01	General Office Clerk		07.0705			
	02	Clerical Office Proc (B250)	Z	07.0705		1	1
	03	Accounting I (B240)	Z	07.0705		.5	1
	04	Office Machines (B230)	/	07.0705		.5	1
	05	Typing I (B120)	Z	07.0705		.5	3
	06	Orient to Bus Occup (B100)	Z	07.0705		.5	3
402	01	Computer Programming		07.0305			
	02	Programming II (B210)	Z	07.0305	Y	1	1
	03	Programming I (B260)	Z	07.0305	Y	1	1
	04	Accounting I (B240)	Z	07.0305		.5	1
	05	Typing I (B120)	Z	07.0305		.5	3
	06	Orient to Bus Occup (B100)	Z	07.0305		.5	3
601	01	Practical Nursing		17.0605			
	02	Practical Nursing (A100)	/	17.0605		650	5
602	01	Beginning Drafting (A300)	/	48.0101		VAR	6
603	01	Carpentry Appr (A400)	/	46.0201		155	7
		Write in the terms for full credit					
		to help in entering these data.					
						Page IV-18A	

ISBE 15-72 (9/82)

SUBMIT FIRST THREE COPIES - RETAIN LAST COPY

After entering the last page of data, (Carpentry Appr), select the third option 'ESC' FOR LAST ENTRY. Pressing the ESC key will return you to the COURSE UPDATE ROUTINE menu:

```
**************************
*                        *
* COURSE UPDATE ROUTINE  *
*                        *
**************************

 1) ENTER NEW COURSES

 2) EDIT COURSE DATA

 3) LIST CURRENT COURSES

 4) RETURN TO MAIN MENU

   ENTER YOUR CHOICE:

FILE CONTAINS  10 OUT OF 500 RECORDS
```

Notice that the course file indicator above shows the effect of adding the courses. The file has room for 500 courses.

Option 2 -- EDIT COURSE DATA

The second option EDIT COURSE DATA is used to edit course data that has been previously entered. This option is also used when a course should be removed from the COURSE file.

This option will be bypassed momentarily until Option Three has been examined.

Option 3 -- LIST CURRENT COURSES

{III-14}

The "LIST CURRENT COURSES" option will allow courses that have been previously entered in Option One to be displayed.

Enter **3** and press the **RETURN** key.

The screen will display the the course names, course ID numbers, and a list of the C.I.P. Code numbers for the vocational programs listed in alphanumeric order by Course ID number.

Note that the screen lists the courses and stops. Press the space bar to review other courses on the file. When the COURSE LIST has been examined, press the space bar to return to the COURSE UPDATE ROUTINE menu.

(III-16)

Now, return to Option two, EDIT COURSE DATA and practice editing and deleting course data.

Enter **2** and press the **RETURN** key. The following message will appear:

```
 - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
 !          PLEASE INPUT COURSE INFORMATION                !
 - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

 COURSE NAME -> ? _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
                          OR
              COURSE ID. -> _ _ _ _
```

Either the course name or the course ID number may be used to indicate the one to delete. Since errors are less likely to occur and the process is faster, it is suggested that the course ID number be used.

Press the **RETURN** key once to skip by the course name. Fill in the line entry COURSE ID. as shown below:

```
 - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
 !          PLEASE INPUT COURSE INFORMATION                !
 - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

 COURSE NAME -> _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
                          OR
              COURSE ID. -> B240
```

After entering the Course ID. number and pressing the **RETURN** key, the following message will appear:

```
IS THIS CORRECT?  TYPE 'R' TO RE-ENTER
PRESS 'RETURN' IF CORRECT
          OR
PRESS 'ESC' FOR LAST ENTRY
```

Pressing the **ESC** key, located on the upper left hand side of the keyboard, tells the micro-computer this is the last course which is to be edited or deleted.

Pressing the **ESC** key, or the **RETURN** key if more than one course is to be edited or deleted, results in the following message:

```
                EDITING COURSE B240

COURSE NAME -> ?CCOUNTING I

                      COURSE ID. -> B240

                RECOGNITION CODE ->

CREDIT/CONTACT HRS PER TERM -> .5

                   APPROVAL CODE -> 1

                    SPECIAL ORG. ->

NUMBER OF TERMS FOR FULL CREDIT -> 2
```

Note that the information previously entered for course B240 is shown on the screen.

Assume that the course credit was originally entered in error. It should have been (1) rather than (.5) credit.

Press the **RETURN** key until the cursor reaches that line. Type 1 over the .5 to change the credit and press the **RETURN** key 4 times until the following message appears:

```
IS THIS CORRECT? Y/N
```

If the edited information is correct, press **Y** and **RETURN.**

The following additional information will be presented:

```
==================================
 1: 07.0305
 2: 07.0705

DELETE  S)ELECTED  A)LL  OR  E)XIT?
```

S - permits a course to be deleted from a selected program in which it appears.

A - permits a course to be deleted from all programs in which it appears.

E - exits the EDIT COURSE DATA Option.

This screen indicates that the course B240 is found in two program areas: 07.0305 and 07.0705.

Since all editing has been completed for this course, press E and **RETURN** to display the following message:

```
SAVE THE CHANGES Y/N?
```

To record the changes which have been made, press **Y** and **RETURN**. The following screen will appear:

```
COURSE HAS BEEN UPDATED
<< PRESS SPACE BAR TO CONTINUE >>
```

As another exercise, remove course B240 from the Data Processing program. If you pressed **ESC** after previously entering the course number, B240, the COURSE UPDATE menu will now be on the screen. In that case, select Option 2, "Edit Course Data", again from the menu. If you had pressed <RETURN> instead, the computer would now be ready to accept another course number immediately.

After entering course number B240 and pressing **RETURN** you will once again be asked to verify the accuracy of this number.

Press the **ESC** key for the following screen:

```
                EDITING COURSE B240
COURSE NAME -> ?CCOUNTING I
                        COURSE ID. -> B240
                    RECOGNITION CODE ->
CREDIT/CONTACT HRS PER TERM -> 1
                    APPROVAL CODE -> 1
                     SPECIAL ORG. ->
NUMBER OF TERMS FOR FULL CREDIT -> 2
```

Use the **RETURN** key to move the cursor down the screen until the following message appears:

```
                IS THIS CORRECT? Y/N
```

Press **Y** and **RETURN** and the following information is added to the screen:

```
          ================================
           1: 07.0305
           2: 07.0705

          DELETE  S)ELECTED  A)LL  OR  E)XIT?
```

Remember the following descriptors:

S - permits a course to be deleted from a <u>selected</u> program in which it appears.

A - permits a course to be deleted from <u>all</u> programs in which it appears.

E - exits the EDIT COURSE DATA Option.

Enter **S** and **RETURN** as the next step in deleting Accounting I from the Computer Programming Program. Note that the message "WHICH PROGRAM? 1..2?" has been added to the screen.

```
================================
1: 07.0305
2: 07.0705
DELETE  S)ELECTED  A)LL  OR  E)XIT?
WHICH PROGRAM? 1..2 ?
```

Since Computer Programming (07.0305) is program number 1 as listed on the screen, enter **1** and **RETURN**.

C.I.P. Code 07.0305 has now disappeared from the screen indicating that Accounting I has been removed from the Computer Programming Program. The screen still indicates that the course is a part of 07.0705, General Office Clerk program.

The next step is to enter an **E** followed by **RETURN** to exit the EDIT COURSE DATA Option. The following message is displayed:

SAVE THE CHANGES? Y/N

If a mistake has been made, an **N** and **RETURN** may be entered which will not remove the course from the file.

Entering a **Y** and **RETURN** will delete the course from the program(s) indicated and the message, COURSE HAS BEEN UPDATED, displayed on the screen.

After the course has been deleted from the file, the COURSE UPDATE ROUTINE menu will be returned to the screen if **ESC** for last entry was entered.

After the course has been deleted, Option Three, "LIST CURRENT COURSES", may be selected to verify the course has been removed.

Option 4 -- RETURN TO MAIN MENU

Each time work is begun with the **DATA** or **PROGRAM** disks, files are opened much the same as opening a file cabinet drawer. Just as a file cabinet drawer must be closed when you have finished working with its contents, the micro-computer must close its files. The MICRO-VERS program automatically performs this procedure whenever returning to the "MICRO-VERS Data Manager" menu.

********CAUTION********
***** NEVER TURN THE MICRO-COMPUTER OFF WITHOUT *****
***** RETURNING TO THE DATA MANAGER *****

If the micro-computer is turned off without returning to the "Data Manager" and closing the files, ALL OF YOUR HARD WORK WILL BE LOST!

Enter a **4** and press the **RETURN** key, the disk drive will momentarily turn on, the computer files will be closed and the "Data Manager" menu will be returned to the screen.

You may remove the **DATA** disk from Drive 2 or you may continue with Section E which follows. Remember, return the disk to its protective envelope after using the MICRO-VERS program.

E. ENTERING STUDENT DATA

The procedure for gathering information required for each student in the vocational program is somewhat complex and will vary depending on several factors such as school enrollment and the type of registration process used.

Two methods for assembling the data will be presented here; however, it should be noted that the format may be altered by the local agency so that they may utilize existing procedures for compiling student information.

In order to insure that the required data for each vocational student has been collected, a special form has been prepared which may be used, on an optional basis, by the local educational agency. This STUDENT RECORD FORM provides spaces to enter appropriate data for each student. In addition, each variable is in proper order for entry into the micro-computer. A sample STUDENT RECORD FORM may be found in Appendix A.

METHOD 1: Type in the required information for all students enrolled in the local agency. This method has the advantages of entering the student information early and not having to check for duplicate entry of students. Entering student information for students who may not be enrolled in a vocational course is a disadvantage of this method. The computer will ignore these students; however, the data entry time may be of some concern.

METHOD 2: Wait until after mid-term of the final term, (semester or quarter), of the school year and enter student information for students who appear on class lists for vocational courses. The advantage of this method is that only vocational students will be entered into the computer. However, class lists will have to be checked for duplications so that information will not be entered twice for the same student.

The local educational agency could possibly devise a method based on local conditions which combine the advantages of each of the above methods while removing the disadvantages.

A blank STUDENT RECORD FORM may be found in Appendix A. A form which has been completed with sample information has been included in this section.

Each variable will be described in the order in which it is to be entered into the computer. Data entry procedures follow these descriptions.

1. Variable Descriptions -- Student Data

Student Name -> Twenty spaces are allowed for entering the name of the student. It is a good practice to enter the last name first.

IMPORTANT: When the last name is entered first, DO NOT enter a comma between the last and first name. This will cause an error. Use only a blank space between names.

EXAMPLE: BOTTOMS TOM

School ID # -> This variable is necessary for those vocational classes which are being operated under a special organization such as a joint agreement and qualify for the Special Organization Funding Factor. This will be indicated on the "Turn-Around Document" by a Y in the Spec. Org. box. A number in the range (001 - 999) is assigned to each participating school. When completing the STUDENT RECORD FORM for students from a participating school, this number is entered into this space. **When completing the STUDENT RECORD FORM for a student from the home school, this space is left blank.**

EXAMPLE: Blank = Home Town High (See example, page IV-34A)
001 = Maple City High
002 = Oak Cliff High
etc.

Student ID Number -> Up to 9 spaces are allowed for a student ID number. This number is assigned by the local educational agency. Letters are allowed as well as numerals. IF student ID numbers are not presently used in your agency, here are some suggestions in assigning ID numbers: (1) Imbed the graduation date into the ID number, (2) Be sure to allow for the maximum number of students anticipated when choosing the number of digits for the ID number.

EXAMPLE: 55048 (See example, page IV-34A)

Sex -> M = Male, F = Female

Grade Level ->
09 = Ninth Grade
10 = Tenth Grade
11 = Eleventh Grade
12 = Twelfth Grade
30 = Adult

Ethnic/Racial Background ->

1 = Alaskan Native/American Indian
2 = Asian/Pacific Islander
3 = Black, not Hispanic
4 = Hispanic
5 = White

Definitions of each of the above ethnic/racial categories may be found in Appendix C, Glossary of Terms.

Over Age/ Under Achiever -> A student who has been enrolled in high school for more than two school years and does not carry an eleventh grade status may be classified as an over aged/under achiever. If such students are classified as disadvantaged and/or handicapped and are provided a service, they are eligible to be be claimed in training level courses. For students who qualify, a (Y) is entered into this space. The space is left blank for all others.

EXAMPLE: Blank or N = Performing at grade level (See example, page IV-34E)
Y = Over-age/Under-achiever

Handicapping Condition -> A 3 character code is used for specifying the condition or type of handicap a student possesses. Each student who is identified as handicapped will have one of the eleven three character codes listed in the CODES FOR COMPLETING THE STUDENT RECORD FORM, (See reverse side of the STUDENT RECORD FORM, Appendix A). Assign and enter this code into the computer. These spaces are left blank for those students who have not been identified as handicapped.

EXAMPLE: H03 = Deaf (See example, page IV-34A)

Service Code -> A 2 digit service code describing special services the agency provides to the handicapped student must be selected and entered into the computer. A list of the Service Codes may also be found in Appendix A. **It is very important that the service code selected be <u>appropriate</u> for the handicapping condition of the student.** If more than one service is being provided to the student, space has been provided for entering a second service code.

EXAMPLE: 03 = Interpreter for the deaf student
(See example, page IV-34A)

Disadvantage Condition -> A 3 character code is used to specify the condition or type of disadvantagement which the student possesses. Each student who is identified as disadvantaged will have one of the six 3 character codes listed in Appendix A. Assign and enter this code into the computer. If a student is identified in more than one disadvantaged condition, the agency should select one condition to enter here. A student may not be identified as both disadvantaged and having limited English proficiency, (L.E.P.). Such students should be claimed, in all cases, as L.E.P. These spaces are left blank for those students who are not being identified as disadvantaged.

EXAMPLE: D02 = Economically Disadvantaged (see example, page IV-34B)

Service Code -> A service code describing special services the agency provides to the disadvantaged student must be selected from the list in Appendix A and entered into the computer. **It is very important that the service code selected be appropriate for the disadvantage condition of the student.** If more than one service is being provided to the student, space has been provided for entering a second service code.

EXAMPLE: 15 = Special Testing (see example, page IV-34B)

Program Completer -> A grade twelve student in a level 1 course who has finished a planned sequence of courses designed to meet an occupational objective that teaches entry-level job skills. This information is used in the VEDS portion of the report. This variable will not appear on the screen when entering student data but may be seen, however, when editing student information.

Rules and Suggestions for Completing a Student Record Form

Fill out a STUDENT RECORD FORM for each student enrolled in an approved vocational course. If following METHOD 1 as described on page IV-26, this form should be completed for each student enrolled in the local agency.

Rule

(a) You may use up to the maximum number of spaces provided for each variable--but no more.

(b) Abbreviate where necessary when student names are longer than the spaces provided. DO NOT separate the last name and first name with a comma.

(c) Left justify data in the spaces provided. If the information to be entered has fewer characters than spaces provided, leave blank spaces in the right-hand portion of the space provided. For example:

STUDENT I.D. # -> |8|6|1|0|1|_|_|_|_|

When entering alphabetic data such as a student's name, blank spaces may be entered to separate names and will be treated as blank spaces by the computer. When entering numeric data such as the ID number, blank spaces to the right of the number will be ignored.

(d) Be careful about the difference between 0, (zero), and O, (letter O), and between 1, (number 1), and l, (lower case letter l). Typists often use them interchangeably. The computer recognizes the difference and an error will result if the incorrect symbol is used.

Computer users often use the following symbols when completing data input forms for entering information to avoid confusion on the part of the typist.

Ø = ZERO
O = LETTER O
2 = NUMBER 2
Z = LETTER Z
1 = NUMBER 1
I = LETTER I

(e) Use decimal numbers rather than fractions. For example, use .5 credits as opposed to 1/2 credits.

2. Data Entry Procedures -- Student Data

To enter student information, place the MICRO-VERS PROGRAM disk into Drive 1 and either turn the micro-computer on using the switch located on the back left side of the micro-computer, or type the command **PR#6** followed by pressing the **RETURN** key. The MICRO-VERS DATA MANAGER menu will be displayed on the screen. The Data Manager menu will already be on the screen at this point if your are continuing from Section D.

```
*****************************************
*                                       *
*  WELCOME TO MICRO-VERS DATA MANAGER   *
*            VERSION 3.1                *
*                                       *
*****************************************

          1) UPDATE COURSE FILE

          2) UPDATE STUDENT FILE

          3) UPDATE COMPLETERS

          4) UPDATE CIP CODE FILE

          5) INITIALIZE A NEW DATA DISK

          6) MICRO-VERS REPORTS

          7) EXIT MICRO-VERS

           ENTER YOUR CHOICE:
```

To enter the student data into the MICRO-VERS program, enter number **2** and press **RETURN.**

Insert the **DATA disk** into Drive 2. If you are continuing from Section D, the Data Disk should already be in Drive 2.

The following menu of options will soon appear:

```
*****************************************
*                                       *
*      STUDENT FILE UPDATE ROUTINE      *
*                                       *
*]FILE CONTAINS    0 OUT OF 500 RECORDS[*

      1) ADD STUDENTS TO FILE
      2) EDIT STUDENT ENTRIES
      3) DELETE STUDENTS FROM FILE
      4) ENTER A CLASS LIST
      5) ENTER VARIABLE CONTACT HOURS
      6) ENTER COOP. CLASSES
      7) ENTER SPECIAL ED. COOP(59.0106)
      8) RETURN TO MAIN MENU

           ENTER YOUR CHOICE:
```

The STUDENT FILE UPDATE ROUTINE menu contains eight options as well as an indicator to let you know how full the data disk is.

Option 1 -- ADDING STUDENTS

{III-23}

Option number one, "ADD STUDENTS TO FILE", is used to input the student information. After entering 1 and pressing **RETURN**, the following screen will appear:

```
STUDENT NAME -> ? _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

SCHOOL ID. NUMBER -> _ _ _

     STUDENT ID. NUMBER -> _ _ _ _ _ _ _ _ _ _

SEX -> _    GRADE LEVEL -> _ _

            ETHNIC/RACE -> _

OVER-AGE/UNDER-ACHIEVER -> _

  HAND. COND. -> _ _ _  SERV. -> _ _ , _ _

DISADV. COND. -> _ _ _  SERV. -> _ _ , _ _
```

The following practice data will help acquaint the user with entering student information using the MICRO-VERS software package.

Input the following data onto the student information screen:

STUDENT NAME -> SMITH JIM_____

SCHOOL ID. NUMBER -> _ _ _

STUDENT ID. NUMBER -> 55017___

SEX -> M GRADE LEVEL -> 12

ETHNIC/RACE -> 5

OVER-AGE/UNDER-ACHIEVER -> _

HAND. COND. -> _ _ _ SERV. -> _ _ , _ _

DISADV. COND. -> _ _ _ SERV. -> _ _ , _ _

After each line entry has been completed, press **RETURN** to move to the next line. The beginning point of each line of entry is marked with the ? cursor as with the course update routine.

*Note: If no data are to be entered for a specific line entry as in the option above, simply press the **RETURN** key to move to the next line entry. Variables such as NAME, STUDENT ID, SEX, GRADE LEVEL and ETHNIC/RACE must be entered. The computer will not continue to the next line until a valid code for these variables is entered. If a typing error is made, it can be corrected by using the back space key, (left arrow key), to back up to the incorrect information and retyping. Once the RETURN key has been pressed to continue to the next line, errors can be corrected only by re-entering the entire page or by the Student Edit Routine as described on Page IV-36*

When the last entry is completed, pressing the **RETURN** key will display the following message:

PRESS 'R' TO RE-ENTER. PRESS 'RETURN' TO ACCEPT OR PRESS 'ESC' FOR LAST ENTRY

PRESS 'R' TO RE-ENTER

If a mistake has been made in entering the data, pressing the letter R will remove the data from the screen and allow for the re-entry of the correct data.

PRESS 'RETURN' TO ACCEPT

Pressing the **RETURN** key will cause the data to be accepted by the program and return the screen for entering additional student data.

Since practice data is being entered at this time, try the first two options to become familiar with their operation. Begin with the first one, PRESS 'R' TO RE-ENTER. After re-entering the data from Page IV-33 again, select Option two, PRESS 'RETURN' TO ACCEPT.

After entering the first student data, enter the following information into the file:

STUDENT NAME -> PETERMAN JIM

SCHOOL ID. NUMBER -> _ _ _

STUDENT ID. NUMBER -> 55019

SEX -> M GRADE LEVEL -> 12

ETHNIC/RACE -> 3

OVER-AGE/UNDER-ACHIEVER -> Y

HAND. COND. -> _ _ _ SERV. -> _ _ , _ _

DISADV. COND. -> _ _ _ SERV. -> _ _ , _ _

Press **RETURN** to enter these data.

Continue to enter the student data from the example STUDENT RECORD FORMs included on the next few pages.

VOCATIONAL EDUCATION STUDENT RECORD FORM

STUDENT NAME -> | B | O | T | T | O | M | S | | I | O | M | | | | | | | | | |

SCHOOL ID. NUMBER -> | Ø | Ø | 2 |

STUDENT I.D.# -> | 5 | 5 | Ø | 4 | 8 | | | | |

SEX -> | M |

GRADE LEVEL -> | Ø | 9 |

ETHNIC/RACE -> | 2 |

OVER-AGE/UNDER-ACHIEVER -> | |

HANDICAP COND. -> | H | Ø | 3 |

SERVICE CODE -> | Ø | 3 | | |

DISADV. COND. -> | | | |

SERVICE CODE -> | | | | |

VOCATIONAL EDUCATION STUDENT RECORD FORM

STUDENT NAME -> |F|A|L|L|S| |S|H|A|R|O|N| | | | | | | |

SCHOOL ID. NUMBER -> | | | |

STUDENT I.D.# -> |5|5|0|2|2| | | | |

SEX -> |F|

GRADE LEVEL -> |1|1|

ETHNIC/RACE -> |5|

OVER-AGE/UNDER-ACHIEVER -> | |

HANDICAP COND. -> | | | | SERVICE CODE -> | | | | |

DISADV. COND. -> |D|0|2| SERVICE CODE -> |1|5| |1|7|

VOCATIONAL EDUCATION STUDENT RECORD FORM

STUDENT NAME -> | G | L | A | D | S | T | O | N | E | | V | E | R | E | Y | | | | | |

SCHOOL ID. NUMBER -> | | | |

STUDENT I.D.# -> | 5 | 5 | 0 | 1 | 8 | | | | | |

SEX -> | M |

GRADE LEVEL -> | 1 | 1 |

ETHNIC/RACE -> | 4 |

OVER-AGE/UNDER-ACHIEVER -> | |

HANDICAP COND. -> | | | | SERVICE CODE -> | | | | | |

DISADV. COND. -> | | | | SERVICE CODE -> | | | | | |

VOCATIONAL EDUCATION STUDENT RECORD FORM

STUDENT NAME -> | H | O | L | L | O | W | A | Y | | G | L | E | N | | | | | | | |

SCHOOL ID. NUMBER -> | | | |

STUDENT I.D.# -> | 5 | 5 | 1 | 0 | 5 | | | | |

SEX -> | M |

GRADE LEVEL -> | 3 | 0 |

ETHNIC/RACE -> | 2 |

OVER-AGE/UNDER-ACHIEVER -> | |

HANDICAP COND. -> | | | | SERVICE CODE -> | | | | |

DISADV. COND. -> | 4 | 0 | 1 | SERVICE CODE -> | 2 | 0 | | |

VOCATIONAL EDUCATION STUDENT RECORD FORM

STUDENT NAME -> | J | O | R | D | A | N | | J | O | A | N | | | | | | | | | |

SCHOOL ID. NUMBER -> | Ø | Ø | 1 |

STUDENT I.D.# -> | S | S | Ø | 2 | 4 | | | | |

SEX -> | F |

GRADE LEVEL -> | 1 | Ø |

ETHNIC/RACE -> | 5 |

OVER-AGE/UNDER-ACHIEVER -> | Y |

HANDICAP COND. -> | H | Ø | 1 |

SERVICE CODE -> | Ø | 7 | | Ø | 8 |

DISADV. COND. -> | | | |

SERVICE CODE -> | | | | | |

VOCATIONAL EDUCATION STUDENT RECORD FORM

STUDENT NAME -> | M | O | O | R | E | | D | A | N | | | | | | | | | | | |

SCHOOL ID. NUMBER -> | | | |

STUDENT I.D.# -> | 5 | 5 | 1 | Ø | 6 | | | | |

SEX -> | M |

GRADE LEVEL -> | 3 | Ø |

ETHNIC/RACE -> | 3 |

OVER-AGE/UNDER-ACHIEVER -> | |

HANDICAP COND. -> | | | | SERVICE CODE -> | | | | |

DISADV. COND. -> | | | | SERVICE CODE -> | | | | |

VOCATIONAL EDUCATION STUDENT RECORD FORM

STUDENT NAME -> | S | I | N | G | L | E | T | O | N | | J | A | N | E | T | | | | | |

SCHOOL ID. NUMBER -> | | | |

STUDENT I.D.# -> | 5 | 5 | 0 | 3 | 8 | | | | |

SEX -> | F |

GRADE LEVEL -> | 0 | 9 |

ETHNIC/RACE -> | 5 |

OVER-AGE/UNDER-ACHIEVER -> | |

HANDICAP COND. -> | | | | SERVICE CODE -> | | | | | |

DISADV. COND. -> | | | | SERVICE CODE -> | | | | | |

VOCATIONAL EDUCATION STUDENT RECORD FORM

STUDENT NAME -> | S | M | I | T | H | | J | A | N | E | | | | | | | | | |

SCHOOL ID. NUMBER -> | | | |

STUDENT I.D.# -> | S | S | Ø | 2 | Ø | | | | |

SEX -> | F |

GRADE LEVEL -> | 1 | 1 |

ETHNIC/RACE -> | 2 |

OVER-AGE/UNDER-ACHIEVER -> | |

HANDICAP COND. -> | | | | SERVICE CODE -> | | | | |

DISADV. COND. -> | | | | SERVICE CODE -> | | | | |

'ESC' FOR LAST ENTRY

When the last student has been entered, select the third option, PRESS 'ESC' FOR LAST ENTRY. Pressing the ESC key tells the micro-computer that this is the last entry to be made in the student file at this time. The STUDENT FILE EDIT ROUTINE menu of options will be returned to the screen.

*Note: Should you press **RETURN** by mistake after the last student has been entered rather than ESC, the student data entry screen will return ready to receive another student as before. To record the data and exit the routine, press **ESC** in response to the first variable, STUDENT NAME. This will bypass the data entry and the routine may be exited in the normal manner.*

F. EDITING STUDENT DATA

Option 2 -- EDIT STUDENT ENTRIES

{III-25}

"EDIT STUDENT ENTRIES", allows student information which was previously entered to be viewed and edited.

As the information is viewed, an opportunity to make changes in it will be provided. Enter a **2** and press **RETURN**. The following screen will appear:

```
 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
!   PLEASE INPUT STUDENT IDENTIFICATION                      !
 - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

STUDENT ID. -> ?_______
```

In order to edit a student's file, the student's ID. number is typed into the micro-computer. After pressing the **RETURN** key, changes may be made to the student's file.

If the student's ID. number has not previously been entered, or if you have incorrectly typed the number, the following message will appear. For example, enter ID Number 55000 and press ESC.

```
STUDENT 55000 NOT FOUND
<<PRESS SPACE BAR TO CONTINUE >>
```

Pressing the space bar returns you to the STUDENT FILE UPDATE ROUTINE menu. If the student's ID. number is contained in the STUDENT FILE, the file will appear on the screen.

To change the student information, simply type in the new information **right over** the incorrect entry and press **RETURN**.

If you do not wish to change a line entry, pressing **RETURN** will automatically advance to the next line.

Try editing student ID number 55020 in the following manner:

```
! PLEASE INPUT STUDENT IDENTIFICATION !

  STUDENT ID. -> 55020___
```

When the RETURN key is typed, the usual message for RE-ENTER, ACCEPT or LAST ENTRY is given. Type **ESC** to this request.

The following will appear on the screen. Note that the ? cursor hides the first letter of the student's name. In addition, note that a new variable, PROGRAM COMPLETER, has appeared on the bottom of the screen. The use of this variable will be described in Section H.

```
STUDENT NAME -> ?MITH JANE_________

SCHOOL ID. NUMBER -> _ _ _

     STUDENT ID. NUMBER -> 55020___

SEX -> F    GRADE LEVEL -> 11

            ETHNIC/RACE -> 2

OVER-AGE/UNDER-ACHIEVER -> N

  HAND. COND. -> ___    SERV. -> __,__

DISADV. COND. -> ___  SERV. -> __,__

PROG. COMPLETER -> _
```

Change this student's grade level from 11 to 12.

Note: Did you notice that you were not given the opportunity to change the student's ID. number in this option? The student ID. number is essential to the proper operation of the MICRO-VERS DATA MANAGER. Therefore, it must not be altered. To change a student's ID. number: (III-27)

1. *Delete the student using option three, DELETE STUDENTS FROM FILE.*

2. *Add all of the correct data on the student using option one, ADD STUDENTS TO FILE.*

After the student's grade level has been changed from 11 to 12 and the **RETURN** pressed repeatedly until the Program Completer entry has been passed, the message:

IS THIS CORRECT? Y/N

will appear at the bottom left of the screen. Press the Y key and then **RETURN.** Listed on the screen will be all the classes the student has taken this year. Since no enrollment information has been loaded, to this point, no courses are listed.

COURSE LIST FOR SMITH JANE

<<<<<<<< COURSES >>>>>>>>
D)ELETE OR E)XIT?

The following descriptors apply:

D)elete - permits you to delete courses from the student's list one at a time.

E)xit - returns you to the STUDENT FILE UPDATE ROUTINE

Since there no courses in the course list for this student, enter **E** followed by **RETURN.**

The SAVE THE CHANGES Y/N message will appear on the screen before making the final alteration to the student file. Since a change has been made in Jane Smith's file, enter **Y** to make the change and return to the STUDENT FILE UPDATE ROUTINE.

Option 3 -- DELETE STUDENTS FROM FILE

{III-27}

"DELETE STUDENTS FROM FILE", is used to delete student data that has been previously entered. When a student is no longer enrolled in a vocational program this option is used to delete the student's information from the student file.

Enter a **3** and press the **RETURN** key. The screen will display the following message:

```
! PLEASE INPUT STUDENT IDENTIFICATION !

STUDENT ID. -> ?_______
```

Type in the student ID. number as shown below.

```
! PLEASE INPUT STUDENT IDENTIFICATION !

STUDENT ID. -> 55017___
```

The following options will now be displayed:

PRESS 'R' TO RE-ENTER

If a mistake has been made in entering the data, in this case the student ID number, pressing the letter **R** will remove the data from the screen and allow for the re-entry of the correct data.

PRESS 'RETURN' IF CORRECT

Pressing the **RETURN** key will cause the data to be accepted by the program and return the screen ready for further deletion of student data records.

'ESC' FOR LAST ENTRY

Pressing the **ESC** key on the upper left hand side of the keyboard tells the micro-computer that this is the last deletion to be made in the student file. The STUDENT FILE EDIT ROUTINE menu will be returned to the screen.

Since this is only student to be deleted from the sample data, press **ESC.**

If an attempt is made to enter a student number that is not contained in the the student file, the following message will appear:

STUDENT NOT FOUND

<< PRESS SPACE BAR TO CONTINUE >>

When all student data has been entered, use Option 8, RETURN TO MAIN MENU, before turning the computer off.

Remember, never turn off the micro-computer without returning to the "Data Manager".

G. ENTERING CLASS ENROLLMENT

When STUDENT RECORD FORMs have been completed for each student and course enrollment at mid-term of the semester or quarter has been verified, course enrollment data may be entered into the computer.

Course enrollment information may be taken off class lists for each of the approved vocational courses. Listed below is a description of each variable to be entered into the computer. An example class list is included at the end of this section.

1. Variable Descriptions -- Class Data

Course Number -> (See page IV-10)

Student ID Number -> (See page IV-27)

Coop. Training Station C.I.P. Code Number -> When entering course enrollment information for Cooperative Education Courses, the C.I.P. Code Number corresponding to the training station occupation must be entered for each student.

EXAMPLE: 07.0305 = Student employed in data processing

Adult Variable Contact Hours -> In adult courses where students are enrolled in portions of the total course or in cases where attendance for the entire course is not required for successful completion, the teacher must keep accurate records regarding the amount of time spent in the class. These contact hours will vary among the students enrolled and must be entered at this time.

EXAMPLE: 71 = Seventy-one contact hours in class

2. Data Entry Procedures -- Class Enrollment Data

Class enrollment information is entered from the STUDENT FILE UPDATE ROUTINE menu. If that menu is not on the screen, return to the "Data Manager" menu and select Option 2, "Update Student File".

Select Option Two, UPDATE STUDENT FILE and press **RETURN.** The "Student File Update Routine" menu will be displayed:

```
*****************************************
*                                       *
*      STUDENT FILE UPDATE ROUTINE      *
*                                       *
*]FILE CONTAINS   9 OUT OF 500 RECORDS[*

      1) ADD STUDENTS TO FILE
      2) EDIT STUDENT ENTRIES
      3) DELETE STUDENTS FROM FILE
      4) ENTER A CLASS LIST
      5) ENTER VARIABLE CONTACT HOURS
      6) ENTER COOP. CLASSES
      7) ENTER SPECIAL ED. COOP(59.0106)
      8) RETURN TO MAIN MENU

          ENTER YOUR CHOICE:
```

Option 4 -- ENTER A CLASS LIST

{III-29}

To enter the enrollment data into the MICRO-VERS program, enter Option 4 and press **RETURN.** The micro-computer will display the message:

```
-------------------------
!    ENTER CLASS LIST    !
-------------------------

          COURSE ID. ->  ?___
```

Enter the following Course ID. Number and press **RETURN** to illustrate this procedure.

COURSE ID. B260

As the computer can search for an Course ID number much faster than a course name, ID numbers are entered.

After entering the COURSE NUMBER and **RETURN**, the micro-computer verifies that the course number is contained in the course file. If the course number has not been previously entered into the course file, or if the number is incorrectly typed, the micro-computer will immediately respond:

```
COURSE (NUMBER) NOT FOUND
<< PRESS SPACE BAR TO CONTINUE >>
```

If the Course ID number is correct, the following will appear:

```
                    COURSE ID -> B260

?_______  ________  ________  ________
________  ________  ________  ________
________  ________  ________  ________
________  ________  ________  ________
________  ________  ________  ________
________  ________  ________  ________
________  ________  ________  ________
________  ________  ________  ________
________  ________  ________  ________

          PRESS ESC TO EXIT, ENTER '<' TO BACK UP
```

Enter the following students into the class list. After each student ID. number is entered, press **RETURN**. Note: Press **RETURN** after the last entry before pressing the **ESC** key.

```
                    COURSE ID -> B260

55048___  55019___  55018___  55020___
?_______  ________  ________  ________
________  ________  ________  ________
________  ________  ________  ________
________  ________  ________  ________
________  ________  ________  ________
________  ________  ________  ________
________  ________  ________  ________
________  ________  ________  ________

          PRESS ESC TO EXIT, ENTER '<' TO BACK UP
```

Note: If a mistake has been made while entering the student ID numbers, hold down the shift key while pressing the comma key, (upper case comma = <), to back up one ID number at a time. All information "backed over" must be re-typed.

When all student ID numbers have been entered, press the **ESC** key to indicate the list is finished. The STUDENT FILE UPDATE ROUTINE menu will be returned.

The enrollment data for each vocational class is entered in the above manner with the exception of cooperative education classes. The entry of coop. classes is discussed later under Option Six.

For further data entry practice:

Enter student 55106 into the Carpentry Apprentice class, A400.

Enter student 55105 into the Practical Nursing class, A100.

Enter student 55024 into the Clerical Office Proc class, B250.

Enter the students in Orientation to Business Occupations, B100 from the example class list shown on the next page.

This concludes the class list data entry. Press **ESC** to return to the STUDENT FILE UPDATE ROUTINE.

Mayberry Community District #100

Course Name: Orientation to Bus Occup

Course ID : B100

Semester : Fall, 1982

Room : 222

Period : 2

Instructor : Elliott Turner

Class List

	Student Name	ID Number	Grade Level
1.	Bottoms, Tom	55048	9
2.	Falls, Sharon	55022	11
3.	Jordan, Joann	55024	10
4.	Peterman, Jim	55019	12
5.	Singleton, Janet	55038	9

Option 6 -- ENTER COOP CLASSES

{III-30}

Since it is required that students enrolled in cooperative education classes be identified with a C.I.P. code number for their training station, Option Six is used to enter class lists for Coop. classes. DO NOT ENTER COOP CLASSES WITH OPTION 4.

When Option Six, "ENTER COOP. CLASSES" is selected, the following screen will appear:

```
                    INPUT COOP. STUDENTS
                    ===== ===== ========
    ID. NUM.              CIP  CODE     CREDIT   # TERMS   SO
=============================================================
 ?
```

PRESS 'ESC' TO EXIT, ENTER '<' TO BACK UP

Begin by entering the student's ID. number, press **RETURN** and the cursor will move to the C.I.P. CODE entry.

Enter the C.I.P. CODE of the job assignment and press **RETURN**. The cursor will move to the CREDIT entry.

Enter the credit for the term. Press **RETURN** and the cursor will move to the #TERMS entry.

Enter the number of terms student can take this class in one year. Press **RETURN** and the cursor will move to the SO entry.

Enter a **Y** if the course is approved for Special Organization funding otherwise leave the space blank. Press **RETURN** and the cursor will move to the left side ready to enter the next student's ID. number. A **Y** must be entered for <u>every</u> student in the Coop. class which is approved for Special Organization.

Enter the following student data:

ID. NUMBER	CIP CODE	CREDIT	# TERMS	SO
55022	07.0305	1	2	-
55019	46.0201	1	2	-
55020	07.0705	1	2	-
55018	07.0305	1	2	-
55024	07.0305	1	2	-

When all of the student data for the Coop. classes has been entered from the class lists, move the cursor to the next line as if ready to enter another student and press **ESC.**

When the disk drive turns off, The STUDENT FILE UPDATE ROUTINE menu will be returned to the screen.

All data for the practice session has been entered. Select Option 8 to return to the "Data Manager" menu.

********CAUTION********
***** NEVER TURN THE MICRO-COMPUTER OFF WITHOUT *****
***** RETURNING TO THE MICRO-VERS DATA MANAGER *****

If the micro-computer is turned off at any other point, ALL OF YOUR HARD WORK WILL BE LOST!!

Remember to return the disks to their protective envelopes when you have finished using the MICRO-VERS program.

When the above course enrollment information has been entered for each of the approved vocational courses, this phase of data entry is complete. The next step in the process involves identifying completers of vocational education programs. Directions for completing this procedure are outlined in Section H.

H. DETERMINING PROGRAM COMPLETERS

(III-34)

Part IV of the VEDS report requires that, in addition to program enrollment, the number of students who have completed a vocational program be entered on line 2 in each C.I.P. Code by racial/ethnic, sex, special needs and cooperative education categories. A program completer is defined as:

"A grade twelve student in a level 1 course who has finished a planned sequence of courses designed to meet an occupational objective that teaches entry-level job skills".

MICRO-VERS aids the local agency in identifying these students through the use of Option 3, "UPDATE COMPLETERS", on the MICRO-VERS DATA MANAGER menu.

A hard-copy print-out is provided which lists each student which meets the criteria for identification as a potential program completer. The local administrator may then check this list against student records to verify that the students have completed a sequence of courses comprising the vocational program with which they have been identified.

Option 3 also allows the operator to enter the program completion status for each student who has completed the entire sequence.

Place the MICRO-VERS **PROGRAM** Disk into Drive 1 and either turn the computer on or, if it is currently on, type in **PR#6**.

When the MICRO-VERS DATA MANAGER menu appears, enter **3**, UPDATE COMPLETERS. The following message will appear on the screen:

```
COMPLETER UPDATE PROGRAM
=========  ======  =======

1) GENERATE COMPLETER LIST

2) ENTER COMPLETERS

3) RETURN TO MAIN MENU

    ENTER YOUR CHOICE:
```

To generate a list of potential program completers, enter **1** and press **RETURN.** A message will appear on the screen which indicates the progress which the computer is making in identifying potential completers. A full disk will take approximately one hour for the search to take place. When the search is finished, the following message will appear:

```
SEARCH FINISHED
FOUND 3 POSSIBLE COMPLETERS.

BEGINNING SORT PHASE.
```

The sample data entered earlier contained two students who met the criteria as grade twelve and were enrolled in a level 1 class and 1 adult. These students are now being arranged into alphabetical order. After a brief pause, the following message will be displayed:

```
SORT PHASE COMPLETE
PLEASE READY PRINTER.

<< PRESS SPACE BAR TO CONTINUE >>
```

Since there are potentially large numbers of students who may be identified as program completers, this portion of the MICRO-VERS system requires that a line printer be connected to the micro-computer. The hard-copy print-out that is produced will also allow the local administrator the time required to check student records against the list and make final decisions regarding completions.

At this point the operator should turn the line printer power switch to on. When this is done, press the **SPACE BAR** to continue. The following table will be printed on the line printer:

```
STUDENT NAME              ID.          PROGRAM/COURSE
=============================================================================
PETERMAN JIM            :55019         07.0305              COMPLETER ->✓
                                         PROGRAMMING I

SMITH JANE              :55020         07.0305              COMPLETER ->___
                                         PROGRAMMING I

STUDENT NAME (ADULT)      ID.          PROGRAM/COURSE
=============================================================================
HOLLOWAY GLEN           :55105         17.0605              COMPLETER ->___
                                         PRACTICAL NURSING

===== FINISHED =====
```

The space to the right of the word COMPLETER in each student's record is provided for a check mark which is to be placed beside each student who has completed the vocational program indicated.

For the sample data which has been entered, consider that Jim Peterman has completed the Computer Programming sequence, 07.0305.

When the printer has finished listing each of the potential program completers, the COMPLETER UPDATE PROGRAM menu will be returned to the screen.

After each of the program completers has been identified on the print-out, select Option **2**, ENTER COMPLETERS from this menu and press **RETURN**. The following will appear on the screen:

```
-----------------------------------------------
!              ENTER COMPLETER LIST             !
-----------------------------------------------

  ST. ID.        CIP        ST. ID.        CIP

 ?_______    _______    ________    _______
 ________    _______    ________    _______
 ________    _______    ________    _______
 ________    _______    ________    _______
 ________    _______    ________    _______
 ________    _______    ________    _______
 ________    _______    ________    _______
 ________    _______    ________    _______
 ________    _______    ________    _______
 ________    _______    ________    _______
 ________    _______    ________    _______
 ________    _______    ________    _______
 ________    _______    ________    _______
 ________    _______    ________    _______
 ________    _______    ________    _______
 ________    _______    ________    _______

        PRESS ESC TO EXIT, ENTER '<' TO BACK UP
```

Enter the student ID numbers and C.I.P. Code numbers for each of the students who have been identified as program completers on the check list.

Press **RETURN** after entering each ST. ID. and C.I.P. The < symbol may be used to back up one entry in order to correct a mistake. All information "backed over" must be re-typed.

When each program completer has been entered, press **ESC** to exit the program and return to the COMPLETER UPDATE PROGRAM menu.

Enter the ID number for Jim Peterman, **55019** and the C.I.P. Code for Computer Programming, **07.0305** onto the screen as directed above. After pressing **RETURN** to enter the data and then **ESC** the menu will be returned to the screen and the student will have been recorded as completing the desired vocational program.

When all program completers have been identified and recorded in the computer files, select Option **3**, and press **RETURN**. The "Data Manager" menu will be returned to the screen and the Student **DATA** disk may be removed from the drive.

I. COMPILING THE REPORTS

This section deals with displaying the Reimbursement Claims report and Parts III, IV and V of the VEDS report. The procedures explained in the previous sections must be completed before generating either report.

1. Report Generating

{III-41}

In order to generate the reports, place the **MICRO-VERS PROGRAM** disk into Drive 1. Start the system by either turning the micro-computer power switch on, or if the micro-computer is already on, type the command **PR#6** followed by the **RETURN** key. When the program has been loaded, the "Data Manager" menu will be displayed.

Select Option 6, "MICRO-VERS Reports" from the menu. The "MICRO-VERS Reporting Feature" menu will be displayed on the screen. Select Option 1, "VEDS and Claims Secondary".

You will be instructed to place the **PRINTER** disk in Drive 1 at this time. Remove the **PROGRAM** disk, remembering to return the disk to its protective envelope, and insert the **PRINTER** disk into Drive 1. Place the "Data Disk" into Drive 2. Press the space bar to continue.

You will be instructed to replace the **PROGRAM** disk into drive 1 after a few seconds. This is necessary so that the system can access the Course File which is located on the PROGRAM disk.

The disk drive will access for a period of time while both the COURSE DATA and the STUDENT DATA are compiled by the micro-computer. Depending on the number of courses and students in the files, this process may take several minutes. The progress of the work being completed will be displayed on the screen.

IMPORTANT

DO NOT OPEN EITHER DISK DRIVE DOORS WHILE THE DATA IS BEING COMPILED BY THE MICRO-COMPUTER

It is not necessary that the operator sit in front of the micro-computer while the compilation is in progress. The computer will wait for further input when it has finished compiling the report data.

2. Program Tie Situations

{III-41}

In cases when students are enrolled in two or more vocational programs showing equal amounts of credit, (a tie situation), the operator will be required to make a decision regarding the appropriate program.

Since the sample data loaded thus far contains a program tie for one of the students, the following screen will appear for that student.

```
                        PROGRAM TIES
STUDENT NAME: JORDAN JOANN
  STUDENT ID: 55024

TRAINING LEVEL COURSES IN WHICH STUDENT
IS ENROLLED
============================================================
COOP. ED.              :07.0305
CLERICAL OFFICE PROC:07.0705
============================================================
IN WHICH PROGRAM CODE DO YOU WANT THIS
STUDENT TO BE COUNTED?
1) 07.0305
2) 07.0705
SELECT ONE PROGRAM => 2
```

Make a decision regarding the program in which to claim as the student's program of study. In this case, enter a **2** corresponding to 07.0705 and press the **RETURN** key.

When all of the program tie situations have been completed, the micro-computer will display the following message:

```
ARE THERE OTHER DATA DISKS  Y/N?
```

Since the sample data is contained on a single DATA disk, press **N** and **RETURN.** After a short period of time you will be instructed to replace the PROGRAM disk in drive 1 with the **PRINTER** disk. Another disk change will be requested in a few seconds. Follow the directions on the screen.

3. Completing the Reports

```
WHERE WOULD YOU LIKE THE OUTPUT TO GO?

        1 )  SCREEN ONLY
        2 )  SCREEN AND PRINTER

PLEASE ENTER AND PRESS 'RETURN'
```

If it is desired that the report data is to be displayed on the monitor screen and printed copy of the data is not required, select Option One--SCREEN ONLY, and press **RETURN.** However, if printed copy is necessary, select Option Two, SCREEN AND PRINTER and press **RETURN.**

To complete the Reimbursement Claims and Parts III, IV and V of the VEDS Reports, copy the data from the screen or the printed copy to its appropriate position on the report form. The name of the appropriate form as well as the position on the form is provided.

Since secondary students in the sample data were enrolled only in business classes, the table should appear as follows:

VEDS PART III
==== ==== ===
RACIAL/ETHNIC AND SEX DESIGNATIONS

07.0000	AI/AN	ASIAN	BLACK	HISP	WHITE
MALE	0	1	0	0	0
FEMALE	0	0	0	0	2

PART III TOTAL => 3

HANDICAPPED	L.E.P.	DISADVANTAGED
2	0	0

LEVEL 9/10 => 3
LEVEL 11/12 => 0

The last screen for VEDS Part III displays the total for this section. Since program areas other than 07.0000 were not included in the sample data, this screen is the same as the one shown above.

The next screens after the VEDS Part III display data for VEDS Part IV for each of the C.I.P. Codes included in the sample data for which there is enrollment.

VEDS PART IV (11/12 ONLY)

07.0305	AI/AN	ASIAN	BLACK	HISP	WHITE
MALE	0	0	1	1	0
COMPLETER	0	0	1	0	0
FEMALE	0	1	0	0	1
COMPLETER	0	0	0	0	0

PART IV TOTAL => 4
1

HANDICAPPED	L.E.P.	DISADVANTAGED
0	0	1
0	0	0

CO-OP STUDENTS => 2
0

VEDS Part V information is displayed next. The following screen shows the data from the sample entered earlier:

VEDS PART V

	HAND.	LEP	DISADV.
PART III	2	0	0
PART IV	0	0	1
TOTAL 1 AND 2	2	0	1
MAINSTREAM NO SUPPORT	0	0	0
MAINSTREAM SUPPORT	2	0	1
SEPARATE	0	0	0

The reimbursement claims information are reported next. Part II of the claims report contains orientation level (approval code 3) course credits generated and an unduplicated count of special needs students eligible for claiming.

Part III of the reimbursement claims report contains training level (approval code 1) data. As with the VEDS reports, the information may be copied directly onto the prepared forms from the screen or the hardcopy print-out.

CLAIMS PART II

01.0000 =>	0.0	15.0000 =>	0.0
03.0000 =>	0.0	17.0000 =>	0.0
04.0000 =>	0.0	20.0000 =>	0.0
06.0000 =>	0.0	43.0000 =>	0.0
07.0000 =>	2.0	46.0000 =>	0.0
08.0000 =>	0.0	47.0000 =>	0.0
09.0000 =>	0.0	48.0000 =>	0.0
10.0000 =>	0.0	49.0000 =>	0.0
12.0000 =>	0.0	59.0000 =>	0.0
		TOT. SP =>	0.0

HANDICAPPED TOTAL => 2.0

L.E.P. TOTAL => 0.0

ECON./ACAD. TOTAL => 1.0

CLAIMS PART III

PROGRAM	CIP CODE	TOT. ENR.
COMPUTER PROGRAMMING	07.0305	4

LEVEL 1 COURSES		LEVEL 1 SP. ORG.	
NON-COOP	COOP	NON-COOP	COOP
3.0	2.0	3.0	0.0

PROGRAM	CIP CODE	TOT. ENR.
GENERAL OFFICE CLERK	07.0705	1

LEVEL 1 COURSES		LEVEL 1 SP. ORG.	
NON-COOP	COOP	NON-COOP	COOP
1.0	0.0	0.0	0.0

After showing all of the tables, an option is given to reproduce another copy of the report. If another copy is requested, the user has the option to once again request screen or printed output.

Upon completing the above screens, the following message is displayed:

PRESS 'RETURN' IF ADULTS ARE TO BE RUN

ELSE PRESS 'ESC' TO END PROGRAM

Now, try your hand at running the adult data on the disk. Press the **RETURN** key to enter the Adult VEDS and Claims Routine. If Adult data is not to be run at this time, press the ESC key to return to the "MICRO-VERS Reporting Feature" menu.

The tables for the adult data should appear as follows:

VEDS PART III
==== ==== ===
RACIAL/ETHNIC AND SEX DESIGNATIONS

46.0000	AI/AN	ASIAN	BLACK	HISP	WHITE
MALE	0	0	1	0	0
FEMALE	0	0	0	0	0

PART III TOTAL => 1

HANDICAPPED	L.E.P.	DISADVANTAGED
0	0	0

APPRENTICESHIP => 1

VEDS PART IV (ADULTS)

17.0605	AI/AN	ASIAN	BLACK	HISP	WHITE
MALE	0	1	0	0	0
COMPLETER	0	0	0	0	0
FEMALE	0	0	0	0	0
COMPLETER	0	0	0	0	0

PART IV TOTAL => 1
0

HANDICAPPED	L.E.P.	DISADVANTAGED
0	1	0
0	0	0

CO-OP => 0
0

RECOG. => > YR: 0 < YR: 0

VEDS PART V

	HAND.	LEP	DISADV.
PART III	0	0	0
PART IV	0	1	0
TOTAL 1 AND 2	0	1	0
MAINSTREAM NO SUPPORT	0	0	0
MAINSTREAM SUPPORT	0	1	0
SEPARATE	0	0	0

CLAIMS PART II

HANDICAPPED TOTAL => 0.0

L.E.P. TOTAL => 1.0

ECON./ACAD. TOTAL => 0.0

CLAIMS PART IV

PROGRAM	CIP CODE	TOT. ENR.
PRACTICAL NURSING	17.0605	1

CONTACT HOURS	SPECIAL ORG.
650	0.0

PROGRAM	CIP CODE	TOT. ENR.
CARPENTRY APPR	46.0201	1

CONTACT HOURS	SPECIAL ORG.
155	0.0

After showing all of the tables, an option is given to reproduce another copy of the report. If another copy is requested, the user has the option to once again request screen or printed output. Once complete, the "MICRO-VERS Reporting Feature" menu is returned to the screen.

This concludes the MICRO-VERS process. Information is taken from each of the tables presented on the screen or from the print-outs produced on the printer and copied to the forms supplied by the State Board. The finalized reports are submitted to the State Board in the usual manner.

GOOD LUCK!

PART V
APPENDICES

Appendix A - MICRO-VERS Information

Appendix B - Glossary of Terms

Appendix C - Resources

The distribution copies of the above disks contain the following files:

MICRO-VERS PROGRAM DISK

MICRO-VERS DATA MANAGER
MENU
CONTROLFILE
COURSE EDIT
STUDENT EDIT
COMPLETER PROGRAM
CIP CODE EDIT
INITDISK
ROLLOVER
CIPFILE
PROGRAMCODES
PROGRAMFILE
PROGPNT
PROGFIL
RECMAP
DISKID
SET-UP
TR-PROG

MICRO-VERS PRINTER DISK

MICRO-VERS REPORTS
SECONDARY PRT
SECONDARY PRT-P2
ADULT PRT
ADULT PRT-P2
ALPHA-COMPLETER PROG
COURSE LIST
SEARCH PROGRAM
CONTROLFILE
UTILITIES
CLASS LIST PART 1
CLASS LIST PART 2
CLASS LIST PART 3
NAME FIX
DISAD FIX

Routines Requiring A Printer

1) Potential Completer List
2) Alphabetized List of Students
3) List of Program Completers
4) Course List
5) Class List

Routines with Optional Printed Output

1) C.I.P. Code List
2) Secondary VEDS and Claims Report
3) Adult VEDS and Claims Report
4) Student File Search

All other output is directed to the video screen only.

MICRO-VERS TUTORIAL DATA

District or Institution Name

— ISBE USE ONLY — S

PART III - OTHER OCCUPATIONAL PREPARATION ENROLLMENTS

OCCUPATIONAL PROGRAM AREA (a)		SECTION A PART III TOTAL (b)	SECTION B - RACIAL/ETHNIC AND SEX DESIGNATION										SECTION C SPECIAL NEEDS			SECTION D LEVEL	
			American Indian/ Alaskan Native		Asian American Pacific Islander		Black Not Hispanic		Hispanic		White Not Hispanic		Handi-capped (m)	Limited English Proficiency (n)	Dis-advantaged (o)	9/10 (p)	11/12 (q)
			Male (c)	Female (d)	Male (e)	Female (f)	Male (g)	Female (h)	Male (i)	Female (j)	Male (k)	Female (l)					
01.00 Agriculture	1																
03.00 Renewable Natural Resources	2																
04.00 Environmental Design	3																
06.00 Business and Management	4																
07.00 Business and Office	5	3	0	0	1	0	0	0	0	0	0	2	2	0	0	3	0
08.00 Marketing and Distribution	6																
09.00 Communications	7			See	Page		IV-54										
10.00 Communication Technologies	8																
12.00 Consumer and Personal Services	9																
15.00 Engineering Technologies	10																
17.00 Allied Health	11																
20.01 Occupation of Homemaking	12																
20.00 Home Economics	13																
43.00 Protective Services	14																
46.00 Construction Trades	15																
47.00 Mechanics and Repairs	16																
48.00 Precision Production	17																
49.00 Transportation/Material Moving	18																
59.00 Special Programs	19																
TOTAL PART III	20	3	0	0	1	0	0	0	0	0	0	2	2	0	0	3	0

Column (b) = Columns (c) through (l) *Column (b) = Columns (p) + (q)* *Line 20 for each Column = Lines 1 through 19 for each Column*

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MICRO-VERS TUTORIAL DATA

District or Institution Name

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S

PART IV - OCCUPATIONAL PREPARATION (11/12 Grades Only)

6 - DIGIT CIP CODE (a)		SECTION A TOTAL (b)	SECTION B - RACIAL/ETHNIC AND SEX DESIGNATION										SECTION C - SPECIAL NEEDS			SECTION D
			American Indian/ Alaskan Native		Asian American/ Pacific Islander		Black Not Hispanic		Hispanic		White Not Hispanic		Handicapped (m)	Limited English Proficiency (n)	Disadvantaged (o)	Co-op Students (p)
			Male (c)	Female (d)	Male (e)	Female (f)	Male (g)	Female (h)	Male (i)	Female (j)	Male (k)	Female (l)				
07.0305 Name of Program: COMPUTER PROGRAMMING																
Enrollments	1	4	0	0	0	1	1	0	1	0	0	1	0	0	1	2
Completers	2	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0
Name of Program:		See Page IV-55														
Enrollments	1															
Completers	2															
Name of Program:																
Enrollments	1															
Completers	2															
Name of Program:																
Enrollments	1															
Completers	2															
Name of Program:																
Enrollments	1															
Completers	2															
Name of Program:																
Enrollments	1															
Completers	2															

ISBE 21 01 (2/85) Column (b) = Columns (c) through (l) for each Line (COPY AS NECESSARY)

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MICRO-VERS TUTORIAL DATA

District or Institution Name

— ISBE USE ONLY —

S

PART V - SPECIAL COUNTS

SECTION A - STUDENT TOTALS BY SPECIAL NEED CATEGORY

(a)		HANDICAPPED (b)	LIMITED ENGLISH PROFICIENCY (c)	DISADVANTAGED (d)
Total Number of Students Reported in Part III, Line 20, Section C	1	2	0	0
Total Number of Students Reported in Part IV, Section C (Enrollments reported on Line 1)	2	0	0	1
TOTAL OF LINES 1 and 2	3	2	0	1

SECTION B - DISTRIBUTION OF STUDENT TOTALS (Part V, Section A, Line 3) BY INSTRUCTIONAL SETTING

TYPE OF SETTING (a)		HANDICAPPED (b)	LIMITED ENGLISH PROFICIENCY (c)	DISADVANTAGED (d)
Mainstream/No Support	1	0	0	0
Mainstream/Support	2	2	0	1
Separate	3	0	0	0

See Page IV-55

SECTION C - NONPUBLIC STUDENTS ENROLLED IN CO-OP EDUCATION

PROGRAM	UNDUPLICATED HEAD COUNT
Co-op (Only Formula Funded)	

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ILLINOIS STATE BOARD OF EDUCATION
Department of Finance and Reimbursements
Reimbursements Section
100 North First Street
Springfield, Illinois 62777

VOCATIONAL EDUCATION REIMBURSEMENT CLAIM

PART I. CERTIFICATION

School District Number _____ Date _____
Community College District Number _____
State Agency Institution

_____
Agency Name

in the County of _____

We, the undersigned, certify that the vocational education programs summarized on the attached pages for the current fiscal year have been operated in accordance with: 1) the requirements of the Vocational Educational Act of 1963 as amended and current Federal Regulations governing the administration and operation of vocational education programs; 2) the Five-Year and Annual State Plan for Vocational Education in Illinois and minimum requirements of the State Board of Education set forth therein; 3) the State and Federal Statutes governing operation of this educational institution; and 4) regulations established by agencies governing operation of this educational institution.

We approve and/or authorize the filing of claim for reimbursement and verify that a certification is on file with the Illinois State Board of Education, or the Illinois Community College Board, or the appropriate State Agency that this institution has met legal requirements for operating an institution of this legal class.

Date *Signature of Local Chief Administrator* *Date* *Signature of Secretary, Governing Board*

I have examined the attached claim for the vocational education program in the above named institution and certify this claim to be true and accurate to the best of my knowledge.

Date *Signature of Regional Superintendent*

Date *Signature of State Agency Director* *Date* *Signature of Agency Representative* Illinois Community College Board

PART II. ELEMENTARY, ORIENTATION AND SPECIAL NEEDS STUDENTS (not applicable to community colleges)

1. K-8 Elementary Occupational Information Program total enrollment (99.9901): _____

2. Orientation courses (level "3" approved). List total credits or non-credit hours generated by occupational area.

TOTAL ORIENTATION LEVEL CREDITS GENERATED BY HIGH SCHOOL STUDENTS CLASSIFIED AS 9th, 10th, or 11th GRADE					
01.0000 Agricultural		09.0000 Communications		43.0000 Protective Services	
03.0000 Renewable Natural Resources		10.0000 Communication Technologies		46.0000 Construction Trades	
04.0000 Environmental Design		12.0000 Consumer and Personal Services		47.0000 Mechanics and Repairers	
06.0000 Business and Management		15.0000 Engineering Technologies		48.0000 Precision Production	
07.0000 Business and Office	2.0	17.0000 Allied Health		49.0000 Transportation/Material Moving	
08.0000 Marketing and Distribution		20.0000 Home Economics		59.0000 Special Programs	
See Page IV-56				Orientation Claim Eligible for Special Organization Funding	

3. Special Needs Students - total handicapped and/or disadvantaged vocational education students who receive additional services to succeed in vocational courses. A student may be classified as both handicapped and disadvantaged if they meet the criteria and receive services in both areas. Note: These data are a combination of the secondary and adult enrollment. See Pages IV-56 and IV-59

HANDICAPPED Total Enrollment: 2

*DISADVANTAGED Total Enrollment: Economic or Academic 1 OR Limited English Proficiency 1

* NOTE. A student may not be claimed as both a Limited English Proficiency and Economic or Academically Disadvantaged Student.

(SBE 15 17 10 83) SUBMIT FIRST THREE COPIES - RETAIN LAST COPY

DISTRICT CODE _____
DISTRICT NAME MICRO-VERS TUTORIAL DATA

ILLINOIS STATE BOARD OF EDUCATION
Department of Finance and Reimbursements
Reimbursements Section
100 North First Street
Springfield, Illinois 62777

PART III. Eligible Enrollments and Credits Generated in Approved Level "1" Funded Courses by Vocational Program

	PROGRAM NAME (1)	PROGRAM CODE (2)	TOTAL ENROLLMENT (3)	TOTAL CREDITS IN LEVEL "1" COURSES		CREDITS APPLICABLE FOR SPECIAL ORGANIZATION FUNDING (LEVEL "1")	
				Non-Cooperative Education (4)	Cooperative Education (5)	Non-Cooperative Education (6)	Cooperative Education (7)
1	COMPUTER PROGRAMMING	07.0305	4	3.0	2.0	3.0	0.0
2	GENERAL OFFICE CLERK	07.0105	1	1.0	0.0	0.0	0.0
3							
4	See Page IV-56						
5							
6							
7							
8							
9							
10							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
25							
26							

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MICRO-VERS TUTORIAL DATA (ADULT)

District or Institution Name

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PART III - OTHER OCCUPATIONAL PREPARATION ENROLLMENTS

OCCUPATIONAL PROGRAM AREA (a)		SECTION A PART III TOTAL (b)	SECTION B - RACIAL/ETHNIC AND SEX DESIGNATION										SECTION C SPECIAL NEEDS			SECTION D
			American Indian/ Alaskan Native		Asian American/ Pacific Islander		Black Not Hispanic		Hispanic		White Not Hispanic					
			Male (c)	Female (d)	Male (e)	Female (f)	Male (g)	Female (h)	Male (i)	Female (j)	Male (k)	Female (l)	Handicapped (m)	Limited English Proficiency (n)	Disadvantaged (o)	Apprenticeship (p)
01.00 Agriculture	1															
03.00 Renewable Natural Resources	2															
04.00 Environmental Design	3															
06.00 Business and Management	4															
07.00 Business and Office	5															
08.00 Marketing and Distribution	6															
09.00 Communications	7															
10.00 Communication Technologies	8															
12.00 Consumer and Personal Services	9															
15.00 Engineering Technologies	10															
17.00 Allied Health	11															
20.01 Occupation of Homemaking	12															
20.00 Home Economics	13															
43.00 Protective Services	14															
46.00 Construction Trades	15	1	0	0	0	0	1	0	0	0	0	0	0	0	0	1
47.00 Mechanics and Repairers	16				See Page IV-57											
48.00 Precision Production	17															
49.00 Transportation/Material Moving	18															
59.00 Special Programs	19															
TOTAL PART III	20															

ISBE 21-05 (2/85)

Column (b) = Columns (c) through (l) *Line 20 for each Column = Lines 1 through 19 for each Column*

BEST COPY AVAILABLE

MICRO-VERS TUTORIAL DATA (ADULT)

District or Institution Name

— ISBE USE ONLY —

A

PART IV - OCCUPATIONAL PREPARATION

6 DIGIT CIP CODE (a)		SECTION A PART IV TOTAL (b)	SECTION B - RACIAL/ETHNIC AND SEX DESIGNATION										SECTION C SPECIAL NEEDS			SECTION D	SECTION E TYPE OF RECOGNITION		
			American Indian/ Alaskan Native		Asian American/ Pacific Islander		Black Not Hispanic		Hispanic		White Not Hispanic		Handi-capped	Limited English Proficiency	Disad-vantaged	Co-op. Ed.	1 Year or More	Less Than 1 Year	None
			Male (c)	Female (d)	Male (e)	Female (f)	Male (g)	Female (h)	Male (i)	Female (j)	Male (k)	Female (l)	(m)	(n)	(o)	(p)	(q)	(r)	(s)
17.0605	Name of Program:	PRACTICAL NURSING																	
Enrollments	1	1	0	0	1	0	0	0	0	0	0	0	0	1	0	0			
Completers	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Name of Program:	See Page IV-58																	
Enrollments	1																		
Completers	2																		
	Name of Program:																		
Enrollments	1																		
Completers	2																		
	Name of Program:																		
Enrollments	1																		
Completers	2																		
	Name of Program:																		
Enrollments	1																		
Completers	2																		
	Name of Program:																		
Enrollments	1																		
Completers	2																		

MICRO-VERS TUTORIAL DATA (ADULT)

District or Institution Name

– ISBE USE ONLY –

A

PART V - SPECIAL COUNTS

SECTION A - STUDENT TOTALS BY SPECIAL NEED CATEGORY

(a)		HANDICAPPED (b)	LIMITED ENGLISH PROFICIENCY (c)	DISADVANTAGED (d)
Total Number of Students Reported in Part III, Line 20, Section C	1	0	0	0
Total Number of Students Reported in Part IV, Section C (Enrollments reported on Line 1)	2	0	1	0
Total of Lines 1 and 2	3	0	1	0

SECTION B - DISTRIBUTION OF STUDENT TOTALS (Section A, Line 3) BY INSTRUCTIONAL SETTING

TYPE OF SETTING (a)		HANDICAPPED (b)	LIMITED ENGLISH PROFICIENCY (c)	DISADVANTAGED (d)
Mainstream/No Support	1	0	0	0
Mainstream/Support	2	0	1	0
Separate	3	0	0	0

See Page IV-58

DISTRICT CODE
DISTRICT NAME MICRO-VERS TUTORIAL (ADULT)

ILLINOIS STATE BOARD OF EDUCATION
Department of Finance and Reimbursements
Reimbursements Section
100 North First Street
Springfield, Illinois 62777

PART IV. Eligible Enrollments and Contact Hours Generated in Non-Credit Approved Courses by Vocational Program

	PROGRAM/COURSE TITLE (1)	PROGRAM CODE (2)	TOTAL ENROLLMENT (3)	TOTAL CONTACT HOURS GENERATED IN NON-CREDIT COURSES (4)	CONTACT HOURS APPLICABLE FOR SPECIAL ORG. FUNDING (5)
1	PRACTICAL NURSING	17.0605	1	650	0
2	CARPENTRY APPRENTICE	46.0201	1	155	0
3					
4	See Page IV-59				
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					

SUBMIT FIRST THREE COPIES - RETAIN LAST COPY

VOCATIONAL EDUCATION STUDENT RECORD FORM

STUDENT NAME -> _____

SCHOOL ID. NUMBER -> ___

STUDENT I.D.# -> _____

SEX -> ___ GRADE LEVEL -> ___

ETHNIC/RACE -> ___

OVER-AGE/UNDER-ACHIEVER -> ___

HANDICAP COND. -> ___ SERVICE CODE -> ___,___

DISADV. COND. -> ___ SERVICE CODE -> ___,___

(Codes for completing the above form on reverse side)

CODES FOR COMPLETING THE STUDENT RECORD FORM

School ID # -> Blank = Home School
001 - 999 = Assigned to Each Participating School Under Special Organization

Sex -> M = Male
F = Female

Grade Level -> 09 = Ninth Grade
10 = Tenth Grade
11 = Eleventh Grade
12 = Twelfth Grade
30 = Adult

Ethnic/Race -> 1 = American Indian/Alaskan Native
2 = Asian/Pacific Islander
3 = Black, not Hispanic
4 = Hispanic
5 = White

Over-Age/Under-Achiever -> Blank or N = No
Y = Yes

Handicap Condition -> H01= Mentally Retarded
H02= Hard of Hearing
H03= Deaf
H04= Speech Impaired
H05= Visually Handicapped
H06= Emotionally Disturbed
H07= Orthopedically Impaired
H08= Other Health Impaired
H09= Deaf/Blind
H10= Multihandicapped
H11= Learning Disability

Service Code -> Handicapped: Use service codes 01 - 19 below

01= Equipment Modification
02= Facility Modification
03= Reader, Interpreter, Note-taker
04= Special Occup. Class or Program
05= Special Educ. Resource Services
06= Special Transportation Services
07= Remedial Math, English, Reading
08= Tutorial Services
09= Extra Counseling; Voc. Guidance
10= Job Placement and Follow-up
11= Adjusted Time
12= Material/Curriculum Modification
13= Special Equipment
14= Special Instructional Materials
15= Special Testing
16= Paraprofessional, Teacher Aide
17= Economic Assistance
18= Special Needs Coordinator
19= Other _____
20= Bilingual Voc. Instructor/VESL

Disadvantage Condition -> L01= Limited English Proficiency
D01= Lacks Reading Skills
D02= Lacks Writing Skills
D03= Lacks Math Skills
D04= Performs below grade level
D05= Economically Disadvantaged

Service Code -> L.E.P. : Use service codes 07 - 20 above
Disadvantaged: Use service codes 07 - 19 above

COURSE LIST

COURSE NUMBER	COURSE NAME	SPECL OCODE	CRED. CONT.	APPROVAL CODE	TERMS/ CREDIT	RECOG CODE
A100	PRACTICAL NURSING		650	5	1	1
CIP CODES:						
17.0605						
A300	BEGINNING DRAFTING		VAR	6	1	
CIP CODES:						
48.0101						
A400	CARPENTRY APPR		135	7	1	
CIP CODES:						
46.0201						
B100	ORIENT TO BUS OCCUP		.5	3	2	
CIP CODES:						
07.0705	07.0305					
B120	TYPING I		.5	3	2	
CIP CODES:						
07.0705	07.0305					
B210	PROGRAMMING II	Y	1	1	2	
CIP CODES:						
07.0305						
B230	OFFICE MACHINES		.5	1	1	
CIP CODES:						
07.0705						
B240	ACCOUNTING I		1	1	2	
CIP CODES:						
07.0705						
B250	CLERICAL OFFICE PROC		1	1	2	
CIP CODES:						
07.0705						
B260	PROGRAMMING I	Y	1	1	2	
CIP CODES:						
07.0305						

STUDENT NAME	ID.	PROGRAM/COURSE	
PETERMAN JIM	:55019	07.0305 PROGRAMMING I	COMPLETER -> ---
S[redacted]H JANE	:55020	07.0305 PROGRAMMING I	COMPLETER -> ---

STUDENT NAME (ADULT)	ID.	PROGRAM/COURSE	
HOLLOWAY GLEN	:55105	17.0605 PRACTICAL NURSING	COMPLETER => ---

===== FINISHED =====

STUDENT NAME	ID.	PROGRAM/COURSE	
PETERMAN JIM	:55019	07.0305 PROGRAMMING I	COMPLETER => YES 07.0305
S[redacted]H JANE	:55020	07.0305 PROGRAMMING I	COMPLETER -> ---

STUDENT NAME (ADULT)	ID.	PROGRAM/COURSE	
HOLLOWAY GLEN	:55105	17.0605 PRACTICAL NURSING ,	COMPLETER => ---

===== FINISHED =====

*** CLASS LIST ***

** MICRO-VERS 3.1 ** APPLE II **

CLASS LISTS FOR DISK: M-VERS 3.1 DATA

COURSE ID#: COOP COURSE NAME: COOPERATIVE EDUCATION TERM: HOURS:
RECOG. CODE: APPROVAL CODE: SPECIAL ORG. CODE:

STUDENTS ENROLLED:

ID#	NAME	SCHL	GL	OA/UA	COOP	CDS	TRM	SO
55020	SMITH JANE		12	N	07.0705	1	2	
55019	PETERMAN JIM		12	Y	46.0201	1	2	
55024	JORDAN JOANN	001	10	Y	07.0305	1	2	
55022	FALLS SHARON		11	N	07.0305	1	2	
55018	GLADSTONE JERRY		11	N	07.0305	1	2	

****

COURSE ID#: A100 COURSE NAME: PRACTICAL NURSING TERM: 1 HOURS: 650
RECOG. CODE: 1 APPROVAL CODE: 5 SPECIAL ORG. CODE:

STUDENTS ENROLLED:

ID#	NAME	SCHL	GL	OA/UA	COOP	CDS	TRM	SO
55105	HOLLOWAY GLEN		30	N				

****

COURSE ID#: A300 COURSE NAME: BEGINNING DRAFTING TERM: 1 HOURS: VAR
RECOG. CODE: APPROVAL CODE: 6 SPECIAL ORG. CODE:

STUDENTS ENROLLED:

*** NO STUDENTS ARE ENROLLED IN THIS COURSE ***

****

COURSE ID#: A400 COURSE NAME: CARPENTRY APPR TERM: 1 HOURS: 155
RECOG. CODE: APPROVAL CODE: 7 SPECIAL ORG. CODE:

STUDENTS ENROLLED:

ID#	NAME	SCHL	GL	OA/UA	COOP	CDS	TRM	SO
[redacted]6	MOORE DAN		30	N				

****

COURSE ID#: B100 COURSE NAME: ORIENT TO BUS OCCUP TERM: 2 HOURS: .5
RECOG. CODE: APPROVAL CODE: 3 SPECIAL ORG. CODE:

STUDENTS ENROLLED:

ID#	NAME	SCHL	GL	OA/UA	COOP	CDS	TRM	SO
55024	JORDAN JOANN	001	10	Y				
55048	BOTTOMS TOM	002	09	N				
55038	SINGLETON JANET		09	N				
55022	FALLS SHARON		11	N				
55019	PETERMAN JIM		12	Y				

********** **********

[redacted]URSE ID#: B120 COURSE NAME: TYPING I TERM: 2 HOURS: .5
RECOG. CODE: APPROVAL CODE: 3 SPECIAL ORG. CODE:

STUDENTS ENROLLED:

*** NO STUDENTS ARE ENROLLED IN THIS COURSE ***

****

COURSE ID#: B210 COURSE NAME: PROGRAMMING II TERM: 2 HOURS: 1
RECOG. CODE: APPROVAL CODE: 1 SPECIAL ORG. CODE: Y

STUDENTS ENROLLED:

*** NO STUDENTS ARE ENROLLED IN THIS COURSE ***

****

COURSE ID#: B230 COURSE NAME: OFFICE MACHINES TERM: 1 HOURS: .5
RECOG. CODE: APPROVAL CODE: 1 SPECIAL ORG. CODE:

*** NO STUDENTS ARE ENROLLED IN THIS COURSE ***

****

COURSE ID#: B240 COURSE NAME: ACCOUNTING I TERM: 2 HOURS: 1
RECOG. CODE: APPROVAL CODE: 1 SPECIAL ORG. CODE:

STUDENTS ENROLLED:

*** NO STUDENTS ARE ENROLLED IN THIS COURSE ***

****

COURSE ID#: B250 COURSE NAME: CLERICAL OFFICE PROC TERM: 2 HOURS: 1
RECOG. CODE: APPROVAL CODE: 1 SPECIAL ORG. CODE:

STUDENTS ENROLLED:

ID#	NAME	SCHL	GL	OA/UA	COOP	CDS	TRM	SO
55024	JORDAN JOANN	001	10	Y				

****

COURSE ID#: B260 COURSE NAME: PROGRAMMING I TERM: 2 HOURS: 1
RECOG. CODE: APPROVAL CODE: 1 SPECIAL ORG. CODE: Y

STUDENTS ENROLLED:

ID#	NAME	SCHL	GL	OA/UA	COOP	CDS	TRM	SO
55020	SMITH JANE		12	N				
55019	PETERMAN JIM		12	Y				
55018	GLADSTONE JERRY		11	N				
55048	BOTTOMS TOM	002	09	N				

MICRO-VERS STUDENT ROLLOVER REPORT

STUDENT NAME	SCHOOL ID	SEX	GRADE LEVEL	ETH/ RACE	O-AGE U-ACH	HCAPP COND.	S-CODE1	S-CODE2
DISADVANTAGE CONDITION	S-CODE1	S-CODE2	COOP.	PROGRAM COMPLETER				
PETERMAN JIM		M	12	3	Y			
					YES			
SMITH JANE		F	12	2	N			
					NO			
HOLLOWAY GLEN		M	30	2	N			
L01	20				NO			
MOORE DAN		M	30	3	N			
					NO			

```
************************************
* STUDENT ROLLOVER TOTALS REPORT *
************************************

STUDENTS MOVED TO GRADE LEVEL 10 =2

STUDENTS MOVED TO GRADE LEVEL 11 =1

STUDENTS MOVED TO GRADE LEVEL 12 =2

STUDENTS IN GRADE LEVEL 30 DELETED =2

STUDENTS IN GRADE LEVEL 12 DELETED =2

************************************
************************************
```

+----------+
MICRO VERS 3.1 TROUBLE REPORT
+----------+

DATE: 7/30/1985
LOCATION: MICRO VERS TECH
NAME....: PROGRAMMER, IMA
PHONE #.: (217) 7866375 EXT: NONE

MAIL TO:
MICRO-VERS TECHNICAL ASSISTANCE COORDINATOR
SANGAMON STATE UNIVERSITY, F-30
SPRINGFIELD, ILLINOIS 62708

<----- ERROR DESCRIPTION ----->

I.V.C.C. COPY
(PLEASE ATTACH ALL PRINTOUTS THAT DESCRIBE YOUR PROBLEM)

VEDS PART III
RACIAL ETHNIC AND SEX DESIGNATIONS

07.0000	AI/AN	ASIAN	BLACK	HISP.	WHITE
MALE	0	1	0	0	0
FEMALE	0	0	0	0	2

PART III TOTAL => 3

HANDICAPPED	L.E.P.	DISADVANTAGED
2	0	0

LEVEL 9/10 => 3
LEVEL 11/12 => 0

VEDS PART III
RACIAL ETHNIC AND SEX DESIGNATIONS

TOTAL	AI/AN	ASIAN	BLACK	HISP.	WHITE
MALE	0	1	0	0	0
FEMALE	0	0	0	0	2

PART III TOTAL => 3

HANDICAPPED	L.E.P.	DISADVANTAGED
2	0	0

LEVEL 9/10 => 3
LEVEL 11/12 => 0

VEDS PART IV (11/12 ONLY)

07.0305	AI/AN	ASIAN	BLACK	HISP.	WHITE
MALE	0	0	1	1	0
COMPLETER	0	0	1	0	0
FEMALE	0	1	0	0	1
COMPLETER	0	0	0	0	0

PART IV TOTAL => 4
1

NDICAPPED L.E.P. DISADVANTAGED
0 0 1
0 0 0

CO-OP STUDENTS => 2
0

VEDS PART V
==== ==== =

	HAND.	LEP	DISADV.
PART III	2	0	0
PART IV	0	0	1
TOTAL 1 AND 2	2	0	1

==========

MAINSTREAM NO SUPPORT	0	0	0
MAINSTREAM SUPPORT	2	0	1
SEPARATE	0	0	0

CLAIMS PART II
====== ==== ==

01.0000 =>	0.0	15.0000 =>	0.0
03.0000 =>	0.0	17.0000 =>	0.0
04.0000 =>	0.0	20.0000 =>	0.0
06.0000 =>	0.0	43.0000 =>	0.0
07.0000 =>	2.0	46.0000 =>	0.0
08.0000 =>	0.0	47.0000 =>	0.0
09.0000 =>	0.0	48.0000 =>	0.0
10.0000 =>	0.0	49.0000 =>	0.0
12.0000 =>	0.0	59.0000 =>	0.0
		TOT. SP.=>	0.0

HANDICAPPED TOTAL => 2.0

L.E.P. TOTAL => 0.0

ECON./ACAD. TOTAL => 1.0

CLAIMS PART III

PROGRAM	CIP CODE	TOT. ENR.
[illegible]PUTER PROGRAMMING	07.0305	4

LEVEL 1 COURSES		LEVEL 1 SP. ORG.	
NON-COOP.	COOP.	NON-COOP.	COOP.
3.0	2.0	3.0	0.0

PROGRAM	CIP CODE	TOT. ENR.
GENERAL OFFICE CLERK	07.0705	1

LEVEL 1 COURSES		LEVEL 1 SP. ORG.	
NON-COOP.	COOP.	NON-COOP.	COOP.
1.0	0.0	0.0	0.0

VEDS PART III
==== ==== ===
RACIAL ETHNIC AND SEX DESIGNATIONS

12.0000	AI/AN	ASIAN	BLACK	HISP.	WHITE
MALE	0	0	1	0	0
FEMALE	0	0	0	0	0

PART III TOTAL => 1

HANDICAPPED	L.E.P.	DISADVANTAGED
0	0	0

APPRENTICESHIP => 1

VEDS PART III
==== ==== ===
RACIAL ETHNIC AND SEX DESIGNATIONS

TOTAL	AI/AN	ASIAN	BLACK	HISP.	WHITE
MALE	0	0	1	0	0
FEMALE	0	0	0	0	0

PART III TOTAL => 1

HANDICAPPED	L.E.P.	DISADVANTAGED
0	0	0

APPRENTICESHIP => 1

VEDS PART IV (ADULTS)
==== ==== == ==========

17.0605	AI/AN	ASIAN	BLACK	HISP.	WHITE
MALE	0	1	0	0	0
COMPLETER	0	0	0	0	0
FEMALE	0	0	0	0	0
COMPLETER	0	0	0	0	0

---:

PART IV TOTAL => 1
0

NDICAPPED L.E.P. DISADVANTAGED
0 1 0
0 0 0

> YR < YR
CO-OP=> 0 RECOG. => 0 0
0

VEDS PART V
==== ==== =

	HAND.	LEP	DISADV.
PART III	0	0	0
PART IV	0	1	0
TOTAL 1 AND 2	0	1	0

MAINSTREAM NO SUPPORT	0	0	0
MAINSTREAM SUPPORT	0	1	0
SEPARATE	0	0	0

CLAIMS PART II
====== ==== ==

HANDICAPPED TOTAL => 0.0

L.E.P. TOTAL => 1.0

ECON./ACAD. TOTAL => 0.0

CLAIMS PART IV

PROGRAM	CIP CODE	TOT. ENR.
PRACTICAL NURSING	17.0605	1

CONTACT HOURS	SPECIAL ORG.
650.0	0.0

PROGRAM	CIP CODE	TOT. ENR.
CARPENTRY APPR	46.0201	1

CONTACT HOURS	SPECIAL ORG.
155.0	0.0

VOCATIONAL EDUCATION STUDENT RECORD FORM

STUDENT NAME -> | | | | | | | | | | | | | | | | | | | | | | | | | |

SCHOOL ID. NUMBER -> | | | |

STUDENT I.D.# -> | | | | | | | | | |

SEX -> | |

GRADE LEVEL -> | |

ETHNIC/RACE -> | |

OVER-AGE/UNDER-ACHIEVER -> | |

HANDICAP COND. -> | | | | SERVICE CODE -> | | | , | | |

DISADV. COND. -> | | | | SERVICE CODE -> | | | , | | |

(Codes for completing the above form on reverse side)

CODES FOR COMPLETING THE STUDENT RECORD FORM

School ID # -> Blank = Home School
001 - 999 = Assigned to Each Participating School Under Special Organization

Sex -> M = Male
F = Female

Grade Level -> 09 = Ninth Grade
10 = Tenth Grade
11 = Eleventh Grade
12 = Twelfth Grade
30 = Adult

Ethnic/Race -> 1 = American Indian/Alaskan Native
2 = Asian/Pacific Islander
3 = Black, not Hispanic
4 = Hispanic
5 = White

Over-Age/Under-Achiever -> Blank or N = No
Y = Yes

Handicap Condition -> H01= Mentally Retarded
H02= Hard of Hearing
H03= Deaf
H04= Speech Impaired
H05= Visually Handicapped
H06= Emotionally Disturbed
H07= Orthopedically Impaired
H08= Other Health Impaired
H09= Deaf/Blind
H10= Multihandicapped
H11= Learning Disability

Service Code -> Handicapped: Use service codes 01 - 19 below

01= Equipment Modification
02= Facility Modification
03= Reader, Interpreter, Note-taker
04= Special Occup. Class or Program
05= Special Educ. Resource Services
06= Special Transportation Services
07= Remedial Math, English, Reading
08= Tutorial Services
09= Extra Counseling; Voc. Guidance
10= Job Placement and Follow-up
11= Adjusted Time
12= Material/Curriculum Modification
13= Special Equipment
14= Special Instructional Materials
15= Special Testing
16= Paraprofessional, Teacher Aide
17= Economic Assistance
18= Special Needs Coordinator
19= Other _____
20= Bilingual Voc. Instructor/VESL

Disadvantage Condition -> L01= Limited English Proficiency
D01= Academically Disadvantaged
D02= Economically Disadvantaged

Service Code -> L.E.P. : Use service codes 07 - 20 above
Disadvantaged: Use service codes 07 - 19 above

APPENDIX B
GLOSSARY OF TERMS

- Academically Disadvantaged = Refers to persons who score at or below the 25th Percentile on a standardized acheivement or aptitude test, whose secondary school grades are below 2.0 on a 4.0 scale (where the grade "A" equals 4.0), or fails to maintain minimal academic competency. This may include persons who are dropouts from, or are identified as potential dropouts from, secondary school.

- Adult Non-Credit Training Level Course = An adult course which provides training level skills but is not part of a program sequence. These courses have an approval code of 6. All students are grade 30. Enrollment in these courses will be reported in VEDS Part III.

- Adult Non-Credit Training Level Program = An adult course which is part of a program sequence. These courses have an approval code of 5. All students are grade 30. Enrollment in these courses will be reported in VEDS Part IV.

- Adult Student = An adult student who is enrolled in a non-credit course with an approval code 5, 6, or 7 and is reported as grade level 30.

- Alaskan Native or American Indian= A person having origins in any of the original peoples of North America, or who maintains cultural identification through tribal affiliation or community recognition.

- Apprenticeship = Related courses for persons registered by Federal or State government leading to journey-worker status. Apprenticeship courses receive an approval code 7. All students are grade 30. (VEDS Part III)

- Asian American or Pacific Islander = A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or Pacific Islands. This includes, for example, China, Japan, Korea, the Philippine Islands, Samoa, India, and Vietnam.

- Black, not Hispanic = A person having origins in any of the black racial groups of Africa.

- Contact Hours = The number of hours an adult course is to meet during a given term.

- Contact Hours Claimed = The number of enrollments on the third session multiplied by the number of contact hours.

- Cooperative Education C.I.P. Code = All students enrolled in an approved cooperative education program will be assigned a 6 digit C.I.P. Code based on the training station placement.

- Economically Disadvantaged = Refers to persons who have been identified as low income on the basis of:
  - annual income at or below the official poverty line
  - eligibility for free or reduced-priced school lunch
  - receipt of a Pell Grant or comparable State program of need-based financial assistance
  - eligibility for participation in programs assisted under Title II of the JTPA
  - Eligibility for AFDC or other public assistance programs

- Handicapped Student = A person who is classified in one of the following eleven handicap conditions, enrolled in a vocational education program and has an Individual Education Plan (IEP) as prescribed under P.L. 94-142. Substantive evidence of a handicapping condition must be on file either from medical records or, where appropriate, by psychological (and/or physiological) diagnoses.

- Deaf = Means a hearing impairment which is so severe that the child is impaired in processing linguistic information through hearing, with or without amplification, which adversely affects educational performances.

- Deaf/Blind = Means concomitant hearing and visual impairments, the combination of which causes such severe communication and other developmental and educational problems that they cannot be accommodated in special educational programs solely for deaf or blind children.

- Hard of Hearing = Means a hearing impairment, whether permanent or fluctuating, which adversely affects a child's educational performance, but which is not included under the definition of "deaf".

- Mentally Retarded = Means significantly subaverage general intellectual functioning existing concurrently with defects in adaptive behavior and manifested during the developmental period, which adversely affects a child's educational performance.

- Multihandicapped = Means concomitant impairments (such as mentally retarded/blind, mentally retarded/orthopedically impaired, etc.), the combination of which causes such severe educational problems that they cannot be accommodated in special education programs solely for one of the impairments. The term does not include deaf/blind children.

- Orthopedically Impaired = Means a severe orthopedic impairment which adversely affects a child's educational performance. The term includes impairments caused by congenital anomaly (e.g., clubfoot, absence of some member, etc,), impairments caused by diseases (e.g., poliomyelitis, bone tuberculosis, etc.), and impairments from other causes (e.g., cerebral palsy, amputations, fractures or burns which cause contractures).

- Other Health Impaired = Means limited strength, vitality, or alertness, due to chronic or acute health problems such as a heart condition, tuberculosis, rheumatic fever, nephritis, asthma, sickle cell anemia, hemophilia, epilepsy, lead poisoning, leukemia, or diabetes, adversely affecting a child's educational performance.

- Seriously Emotionally Disturbed = The term means a condition exhibiting one or more of the following characteristics over a long period of time and to a marked degree, which adversely affects educational performance.

- An inability to learn which cannot be explained by intellectual, sensory, or health factors.
- An inability to build or maintain satisfactory interpersonal relationships with peers and teachers.
- Inappropriate types of behavior or feelings under normal circumstances.
- A general pervasive mood of unhappiness or depression.
- A tendency to develop physical symptoms or fears associated with personal or school problems.

The term includes children who are schizophrenic or autistic. The term does NOT include children who are socially maladjusted, unless it is determined that they are seriously emotionally disturbed.

- Specific Learning Disability = Means a disorder in one or more of the basic psychological processes involved in understanding or in using language, spoken or written, which may manifest itself in an imperfect ability to listen, think, speak, read, write, spell, or to do mathematical calculations. The term includes such conditions as perceptual handicaps, brain injury, minimal brain dysfunction, dyslexia, and developmental aphasia. The term does NOT include children who have learning problems which are primarily the result of visual, hearing, or motor handicaps, of mental retardation, or of environmental, cultural, or economic disadvantaged.

- Speech Impaired = Means a communication disorder, such as stuttering, impaired articulation, a language impairment, or a voice impairment, which adversely affects a child's educational performance.

- Visually Handicapped = Means a visual impairment which, even with correction, adversely affects a child's educational performance. The term includes both partially seeing and blind children.

- Hispanic = A person of Mexican, Puerto Rican, Cuban, Central or South America, or other Spanish culture or origin, regardless of race.

- Initializing Disks = Before a computer can use a diskette, the diskette must be initialized. Initializing a diskette erases all files from the diskette and places a copy of DOS in tracks 0, 1 and 2.

-Limited English Proficiency = Member of a national origin minority who does not speak and understand the English language in an instructional setting well enough to benefit from vocational studies to the same extent as a student whose primary language is English.

- Mainstream/Support = refers to a program conducted in an integrated setting, i.e., students having special needs together with students not having special needs. A student having special needs should be reported in this section if he/she participates in a mainstream vocational education program in which added support services are provided with vocational funds.

- Mainstream/No Support = refers to a program conducted in an integrated setting, i.e., students having special needs together with students not having special needs. A student having special needs should be reported in this section if he/she participates in a mainstream vocational education program in which no support services are provided with vocational funds.

- Occupational Homemaking (20.0101) = This program includes courses planned to provide experiences which will provide males and females with the opportunities necessary for the development of the competencies needed to successfully combine the occupations of homemaking and wage-earning.

- Occupational Program = A planned sequence of courses, services or other vocational education activities specifically associated with a 6-digit C.I.P. code, designed to meet specific vocational objectives.

- Orientation Level Course = A course approved at a level 3 whose enrollment for funding purposes is restricted to grades 9, 10, and 11. There is no limit on the number of orientation level courses in which a student may be claimed.

- Over Age/Under Achiever = A student who has been enrolled in high school for more than two school years and does not carry an eleventh grade status may be classified as an over aged/under achiever. If such students are classified as disadvantaged and/or handicapped and are provided a service, they are eligible to be claimed in training level courses.

- Potential Adult Completer = An adult student who is enrolled in an approved level 5 course and has finished a planned sequence of courses designed to meet a occupational objective that teaches entry-level job skills.

- Potential Program Completer = A grade 12 student in a level 1 course who has finished a planned sequence of courses designed to meet an occupational objective that teaches entry-level job skills.

- Recognition = Refers to the type of award (such as a certificate) given adult program completers for completion of a defined sequence of courses, services or activities designed to meet a vocational objective as defined in advance by the institution offering the program.

- Separate Settings = Refers to a program in which the person with special needs is enrolled at a regular school or separate institution in a vocational education program where enrollment is limited to handicapped, limited English proficiency or disadvantaged persons. Includes all students in the following C.I.P. Coded programs: 59.0101, 59.0102 or 59.0104 (VEDS Part V, Sec. B)

- Secondary Training Level Course = An approved level 1 course which is specifically associated with a 6-digit C.I.P. Code and is designed to meet specific vocational objectives. Enrollment for funding purposes is restricted to grades 11 and 12.

- Turn-Around Document = Portion of the the Local Plan for Vocational Education which is used for approval of vocational programs and courses. Form 15-72.

- Unduplicated Count = Means an individual is reported in only one program regardless of the number of programs in which he or she was enrolled during the year.

- VEDS = Vocational Education Data System. Annual report required of each local education agency who receives Federal funds for vocational education.

- Variable Contact Hours = The number of hours each individual student is in attendance during a given term.

- Variable Contact Hours Claimed = The total number of actual contact hours for all enrolled students during a given term.

- White, not Hispanic = A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

APPENDIX C
RESOURCES

Hardware Documents

1. Apple Computer Inc., Apple II Reference Manual, Cupertino, Ca: 1980.

2. Apple Computer Inc., DiskWare: Apple Presents...Apple. An Introduction to the Apple IIe and IIc Computers, Cupertino, CA: 1980.

3. Apple Computer Inc., Applesoft II Tutorial Manual, Cupertino, CA: 1980.

4. Apple Computer Inc., The DOS Manual, Cupertino, CA: 1980.

5. Osborne, Apple II User's Guide, McGraw Hill, Berkeley, CA: 1981.

Illinois State Board of Education Documents

1. Handbook for Vocational Education Program Planning, Springfield, IL: 1980.

2. Instructions for Forms ISBE 21-01, Secondary Level Programs, Vocational Education Data System Report, Springfield, IL: (Annual Revisions).

3. Instructions for Forms ISBE 21-05, Adult Level Programs, Vocational Education Data System Report, Springfield, IL: (Annual Revisions).

4. Local District Plan for Vocational Education, Springfield, IL: (Annual Revisions).

5. Rules and Regulations for the Administration of Vocational Programs, Springfield, IL: 1980.

6. Vocational Education for Handicapped, Limited English Proficiency and Disadvantaged Persons, Springfield, IL: 1981.

Illinois State Board of Education Personnel

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145 S. Hill
Roselle IL 60172
(312) 894-3932

Region II:
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Quad City Training Center
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(217) 893-3219

Region V:
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Region VI:
David Love
Southern Illinois Regional Office
First Bank and Trust Building, Suite 214
123 South 10th Street
Mt. Vernon IL 62864
(618) 242-1676

PROGRAM NAME FIX UTILITY
MICRO-VERS 3.1
Apple][

Several school districts using MICRO-VERS 3.0 during the 1984-85 school year experienced a problem with incorrect program names on their final report. This occurred in the last section of the report, Claims Part III. These "weird" program names came from test data used by the programmers which were inadvertently left in the course file when it was delivered to DAVTE. If you experienced this problem and would like to correct these names or if you would like to check the program names in your course file, a utility program has been placed on the MICRO-VERS 3.1 PRINTER Disk to accomplish this task.

Step 1: Place the MICRO-VERS Program Disk in Drive 1 and Enter PR#6 to "boot" the system. When the MICRO-VERS "Data Manager Menu" appears on the screen, exit the Data Manager using Option 7, EXIT MICRO-VERS.

Step 2: The Applesoft] prompt should now be on the screen. Place the MICRO-VERS PRINTER Disk in Drive 1 and type in the following:

RUN NAME FIX

After entering the above command and pressing the <RETURN> key, the program will be loaded and the "Name Fix Menu" will be displayed on the screen. Select Option 1, "Begin Program Name Fix" from this menu. You will be asked to replace the Printer Disk with the MICRO-VERS PROGRAM Disk. When this has been accomplished, the "Name Fix" procedure will begin.

Step 3: Each CIP Code and corresponding Program Name which is currently in the Course File will be displayed on the screen as in the following example:

```
20.0201: OCCUP HOMEMAKING
   NAME:
```

If the name displayed does not match the CIP Code given, type in the corrected name. In the above example, 20.0201 corresponds with Child Care rather than Occupational Homemaking. By typing in CHILD CARE and pressing the <RETURN> key, the program name will be changed in the Course File.

If the name displayed is correct, press the <RETURN> key without typing anything. The program name will remain unchanged and the next Cip Code and name will be displayed.

Continue this process for each CIP Code and Program Name which are displayed on the screen. When completed, the "Name Fix Menu" will appear on the screen. The corrected names may be verified by entering Option 1 and beginning the Name Fix Routine again. The Routine may be exited by entering Option 2.

A list of the correct CIP Codes may be obtained from your Regional Vocational Administrator.

DISADVANTAGED STUDENT UPDATE UTILITY
MICRO-VERS 3.1
Apple][

A recent change which has come about due to the new Federal legislation requires a change in the way students who have been identified as disadvantaged are reported. Currently, a three-character disadvantaged condition code is used to identify these students. This code consists of a "D" and two additional digits "01" through "05" to indicate the type of disadvantage condition. Beginning with the 1985-86 school year, this code will be collapsed to include only "D01" and "D02". The "D01" code will include all students who have been identified as academically disadvantaged and will be used for those who have previously been coded as "D01" through "D04". The "D02" code will be used for those identified as economically disadvantaged in place of the previous code, "D05".

To save the LEA from individually editing each of the student records in the MICRO-VERS Student File, a special "Update Utility" has been included on the MICRO-VERS Printer Disk which will automatically search through the file for each disadvantaged student and will correct the condition code to the proper one. Perform each of the following steps with each of your Data Disks:

Step 1: Place the MICRO-VERS 3.1 Program Disk in Drive 1 and type in PR#6 to "boot" the system. When the "MICRO-VERS Data Manager Menu" appears, exit the Data Manager using Option 7. The Applesoft prompt, "]" should now be on the screen.

Step 2: Place the MICRO-VERS 3.1 Printer Disk in Drive 1. Place the first of your Data Disks in Drive 2. Type the following:

RUN DISAD FIX

The utility program will now search for each student who has been identified as disadvantaged and automatically update the condition code to reflect the change described above. Each student record will be printed on the screen twice. Note that each record is the same except for the disadvantage condition code.

Step 3: When the program is finished a message will be printed on the screen. If there are several data disks, replace the data disk in Drive 2 with a subsequent one and type RUN. Repeat until each Data Disk has been updated.

IMPORTANT: DO NOT UPDATE A DATA DISK MORE THAN ONCE WITH THIS UTILITY.
Otherwise, all records which have been changed from "D05" to "D02" will be changed again to "D01".